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| GENERAL COMPLAINT FORM |
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This form can be used to submit a written complaint. When a verbal complaint is received it should be documented on this form by the employee receiving the verbal complaint.

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| Details of Complaint: <i>(Include program, all relevant names, events, dates, times)</i> |
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| What would help to resolve the situation? |
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| Would the complainant like to be contacted? | Yes | No |
| If yes, please provide the following information: | | |
| Name: | Phone: | |
| Address: | Email: | |
| Name of person receiving complaint: | Date Received: | |

To be completed by Program Manager:

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| Action taken: |
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| Manager Signature: | Date: |
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