**Dignity at Work**

Please continue on a separate sheet if necessary

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| --- | --- |
| Name: | Your Job: |
| Department/Location: |
| What is it you are concerned about (include evidence to support your complaint): |
| Have you discussed this informally with your manager (or with their manager)? Yes/NoIf yes, provide details of these conversations: |
| Describe the informal methods that have been attempted to resolve the issue: |
| What do you want to happen to put right your complaint? |
| Name of representative (if known): | Your Signature: |
| Date: |

You now need to give this form to your manager or manager’s manager