**Dignity at Work**

Please continue on a separate sheet if necessary

|  |  |
| --- | --- |
| 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/No  If 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