



COMPLAINTS / GRIEVANCE REPORT FORM

Company Reference No. (For internal use only)	
Do you wish to be contacted?	
Company Name	
Contact Name	
Telephone Number	
Email Address	

If you wish to remain anonymous, we suggest leaving the above fields blank and submitting your Complaint / Grievance by post.

Name of Person(s) implicated	
Do you have evidence? Pictures, documents, eyewitness? If yes, please submit with this form.	
What are you reporting? (Tick as appropriate)	
Money Laundering	<ul style="list-style-type: none"> • <i>Money laundering is the method by which criminals disguise the illegal origins of their wealth and protect their asset bases, to avoid the suspicion of law enforcement agencies and prevent leaving a trail of incriminating evidence.</i>
Bribery	<ul style="list-style-type: none"> • <i>Bribery is the promise or giving of any undue payment or other advantages whether directly or through intermediaries to, or for the benefit of, to influence the person to act or refrain from acting in the performance their duties to obtain or retain business.</i>
Corruption, Fraud & Theft	<ul style="list-style-type: none"> • <i>Corrupt practice is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party.</i> • <i>Fraudulent practice is any act or omissions, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.</i>
Conflict of Interest	<ul style="list-style-type: none"> • <i>A conflict of interest occurs when a person or entity becomes unreliable because of a clash between personal (or self-serving) interests and professional duties or responsibilities. Such a conflict occurs when a company or person has a vested interest, such as money, status, knowledge, relationships, or reputation, which puts into question whether their actions, judgment and/or decision0making can be unbiased.</i>
Gifts & donations	<ul style="list-style-type: none"> • <i>This refers to the inappropriate solicitation or acceptance of items or money from suppliers, customers or other third parties in a capacity as representative of the company</i>

	Nepotism	<ul style="list-style-type: none"> • <i>Favouring relatives (nepotism) or personal friends (cronyism) of an employee is a form of illegitimate private gain. This may be combined with bribery, for example demanding that a business should employ a relative of official controlling regulations affecting the business.</i>
	Sexual Harassment	<ul style="list-style-type: none"> • <i>Sexual harassment</i>
	Discrimination	<ul style="list-style-type: none"> • <i>Discrimination on any basis, including but not limited to age, sex, race, disability, religion, political affiliation etc.</i>
	Inappropriate Behaviour	<ul style="list-style-type: none"> • <i>Inappropriate relationships among employees in the workplace.</i> • <i>Violation of the company policies and procedures</i> • <i>Substance abuse</i>
	Misuse of Company Resources	<ul style="list-style-type: none"> • <i>Misuse of company resources includes company vehicles, computer equipment, telephones etc.</i>
	Threats and Violence	<ul style="list-style-type: none"> • <i>Violence is an expression of the intention to inflict injury, or damage to a person or their property and includes direct, veiled, or conditional threats.</i>
	Workplace Health and Safety	<ul style="list-style-type: none"> • <i>Employee and customer safety—failure of meeting requirements needed to perform duties in an environment that supports health and wellbeing. Examples includes the provisions of the Occupational Health and Safety Act.</i>
	Environmental Damage	<ul style="list-style-type: none"> • <i>Risk of, or actual environmental damage.</i>
	Food Safety Risks	<ul style="list-style-type: none"> • <i>Food safety risks that present concerns or threats to the wellbeing of consumers.</i>
	Other	<ul style="list-style-type: none"> • <i>Board of Directors or senior management</i> • <i>Employee relations/human resources</i> • <i>Retaliation for making prior report</i>
Describe the activity (Please provide as much information as possible)		
Date and/or duration of incident that led to the complaint:	Suggestions for how the complaint could be resolved:	
Signature		Date