

Requesting an Investigation

[This template is to be used for all types of complaints, including those relating to bullying, harassment and discrimination. To request an investigation, individuals must complete all sections of this template: Investigation letter, Part A and Part B].

Investigation letter

Personal

Date

[Name and location of employee]

Dear

I am writing to tell you that I wish to request an investigation into my complaint. The details are as follows: *[employee to add the details here]*.

I would like an Investigator from outside of my business unit to investigate my complaint *[employee to delete if necessary]*.

[In cases of alleged bullying, harassment or discrimination, and where a full investigation is required, an Investigator from outside of the complainant and subject of the complaint's business unit/s must be assigned].

I would like to have a meeting with you to discuss my complaint and look forward to hearing from you.

Yours sincerely

[Name of employee]

Part A: Nature of complaint

Nature of complaint – Tick all boxes that apply

Part 1. <input type="checkbox"/> Appraisal <input type="checkbox"/> Management Decision <input type="checkbox"/> Pay <input type="checkbox"/> Diversity & Equality (If you ticked this box you must also complete Part 2 and Part 3 of this section) <input type="checkbox"/> Other	Part 2. <input type="checkbox"/> Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination (If you have completed this section you must now complete Part 3)	Part 3. (Please state the grounds for Bullying / Harassment / Discrimination) <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Ethnic Origin <input type="checkbox"/> Gender <input type="checkbox"/> Gender Identity <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Any other relevant factor
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Where 'other' or 'Any other relevant factor' has been selected you must provide a brief summary of the matter in the box below:

Part B: Requested Outcome

Requested Outcome

Enter a brief description of the outcome/resolution you are seeking: