

## **FORM FOR THE RECORDING OF FORMAL COMPLAINTS OF BULLYING OR HARASSMENT**

An employee who wishes to instigate a formal complaint under the Policy and Procedures for Dealing with Complaints of Bullying and Harassment should do so by completing the attached form.

On completion it must be signed and forwarded to the Director of Human Resources.

The Policy and Procedures are available at:

<https://www.ulster.ac.uk/about/governance/policies>

Alternatively you may request a hard copy from the Policy Implementation Unit either by telephone to 028 9036 8869 or in person from Room 2H15A at Jordanstown or Room J304 at Coleraine.

### **1. THE COMPLAINT**

Please describe the nature of the complaint providing as much detail as necessary in relation to the circumstances surrounding the matter e.g. who, what, where, when.

**2. OUTCOME SOUGHT**

**3. COMPLAINANT**

**Signature** .....

**Print Name** .....

**Post Title** .....

**Department / Faculty** .....

**Date** .....