**PROCEDURE FOR DEALING WITH COMPLAINTS OF BULLYING AND HARASSMENT**

**FORMAL COMPLAINT**

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| **Name:** |  |
| **Service Area:** |  |
| **Employee Number:** |  |
| **Contact Address (Home or Work):** |  |
| **Contact Telephone Number:** |  |
| **Name of Representative (TU or other work colleague)** |  |

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| **Please outline the main points of your complaint:** |
| **Please give full details such as times, dates, comments, actions etc:**  If there is more than one event, please set out in date order.  Attach an additional sheet if necessary. |
| **Name and work details of any witnesses:** |
| **Please detail the informal action that you have taken to date and the outcome of this:**  If you have not attempted to resolve the situation informally, consider whether this would be appropriate prior to submitting a formal complaint. |
| **Please state what resolution you seek:** |

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| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Submit this completed form to your Head of Service.**

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>