**COMPLAINT FORM FOR EMPLOYEES WISHING TO REPORT A GRIEVANCE OTHER THAN SEXUAL HARASSMENT**

**ABRAHAM LINCOLN BRIGADE ARCHIVES**

You should submit the completed form to a member of ALBA’s Ethics Committee. Members and their contact details are listed at [Click Here](http://www.alba-valb.org/about-us/policy-and-laws/ALBAs%20Ethics%20Committee.docx/view). You will not be retaliated against for filing a complaint.

If you are more comfortable reporting to a member of ALBA’s Ethics Committee verbally or in another manner, you should feel free to do so. In such cases, the member of the Ethics Committee to whom you speak will complete this form, provide you with a copy and investigate the claims as outlined at the end of this form.

**COMPLAINANT INFORMATION**

Name:

Work Address:       Work Phone:

Job Title:       Email:

Select Preferred Communication Method: [ ] Email [ ] Phone [ ] In person

**SUPERVISORY INFORMATION**

Immediate Supervisor’s Name:

Title:

Work Phone:       Work Address:

**COMPLAINT INFORMATION**

1. Please indicate the nature of the issue about which you wish to make a complaint:
2. If the complaint is made against a particular individual, please complete the information below:

Name:       Title:

Work Address:       Work Phone:

Relationship to you: [ ] Supervisor [ ] Subordinate [ ] Co-Worker [ ] Other

1. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

1. Date(s) the incident occurred:

Is the situation ongoing? [ ] Yes [ ] No

1. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

1. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**What the Ethics Committee will do**

The Ethics Committee will conduct an investigation by:

* Speaking with the employee
* Where applicable, speaking with the individual against whom the complaint is made
* Interviewing witnesses
* Collecting and reviewing any related documents

While the process may vary from case to case, allegations will be investigated promptly and resolved as quickly as possible. The investigation will be kept confidential to the extent possible.

The Ethics Committee will document the findings of the investigation and basis for their decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.