



---

### Employee Relations – Complaint Form

*Human Resources encourages you to contact Employee Relations regarding your workplace complaint/concerns. Please submit this form for further review, to Human Resources at IST 2078 or at Poly South (LTB 1139) attention Human Resources. Form may also be submitted to [hr@floridapoly.edu](mailto:hr@floridapoly.edu)*

**Employee Name (Complainant):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Complaint Regarding:

Faculty     Staff     Student     Other (specify) \_\_\_\_\_

**Employee Name (Respondent):** \_\_\_\_\_ **Date of Incident:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Describe your complaint in detail. Attach additional pages if necessary. If you believe a specific policy has been violated, include that information.**

