

# Employee Complaint Policy

Effective Date: \_\_\_\_\_

Last Reviewed: \_\_\_\_\_

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## 1. Purpose

This policy outlines the procedures by which employees can file complaints, ensuring a safe and respectful workplace for all.

## 2. Scope

This policy applies to all employees of [Company Name] in all locations and departments.

## 3. Definitions

- **Complaint:** Any reported concern, problem, or allegation regarding workplace conduct, environment, or policy.
- **Complainant:** The employee who raises a complaint.
- **Respondent:** The individual(s) against whom the complaint is made.

## 4. Policy

1. All employees have the right to raise complaints without fear of retaliation or discrimination.
2. Complaints will be handled confidentially, respectfully, and impartially.
3. Management will address complaints promptly and in accordance with established procedures.

## 5. Procedures

1. **Reporting:** Employees should submit complaints in writing to their supervisor, Human Resources, or another designated representative.
2. **Investigation:** The company will review and investigate all complaints in a timely manner.
3. **Resolution:** Appropriate corrective actions will be implemented if the complaint is substantiated.
4. **Appeals:** Employees may appeal decisions by submitting a written request to upper management.

## 6. Confidentiality

The details of all complaints and investigations will be kept confidential to the greatest extent possible.

## 7. No Retaliation

Retaliation against anyone who files a complaint or participates in an investigation is strictly prohibited.

## 8. Contact Information

For questions or to file a complaint, contact:

Human Resources

Email: \_\_\_\_\_

Phone: \_\_\_\_\_