|  |
| --- |
| **RW COMPLAINT FORM FOR VOLUNTEERS AND CONTRACTORS**  |
|  |
| 1. Details of Complaint (to be completed by complainant or officer taking complaint) |
|  |
| Complainants Name: |  | Date of Feedback: |  |
| Organisation: |  |
|  |
| Address 1: |  |
| Address 2: |  |
| Town: |  |
| City: |  |
| County: |  | Post Code: |  |
|  |
| Phone | Home: |  |  |
| Mobile: |  |  |
| Email | Home: |  |
| Work |  |
|  |
| **Nature of complaint:** (please continue on a separate sheet if necessary) |
|  |

|  |
| --- |
| **Nature of complaint Continued:** |
|  |

|  |
| --- |
| Complainants Signature |
| Signed: |  | Date: |  |

|  |
| --- |
| **2. Action Taken by Refugees Welcome (Office Use Only)** |
|  |
|  |
| **3. Closing of Complaint** |
|  |
| Has feedback satisfactorily resolved the complaint: | Yes | No |  |
|  |
| If (No) is there any further action required? (Use separate sheet if required) |
|  |

|  |
| --- |
| Officer handling complaint |
| Name in capitals: |  |
|  |
| Signed: |  | Date: |  |