



Purpose of this form

This form is intended for use by any volunteer of the CIPR who wants to make a formal complaint about volunteer behaviour, as outlined in the [CIPR Volunteers Equality and Harassment Policy](#).

Volunteers should bear in mind before using this form that they may be able to sort out matters informally by approaching the person themselves or with the help of someone else at the CIPR.

Where the volunteer requests that the complaint be dealt with formally, this form should be completed and the [CIPR Volunteers Equality and Harassment Policy](#) will be invoked.

In certain circumstances, volunteers can request that their complaint be kept anonymous. Where possible, the CIPR will respect a volunteer’s request for anonymity, but cannot guarantee that it will be able to do so.

In all circumstances, this form should be completed and sent via email to Chris Lines, the CIPR’s Professional Practice and Ethics Consultant, (ChrisL@cipr.co.uk)

Formal complaint

Your name:

Your CIPR volunteer role:

Your CIPR committee/Group:

Date:

Summary of complaint:

Please set out the details of your complaint (providing as much detail as possible, particularly dates, times, locations and the identities of those involved). You may attach additional sheets if required.

Individuals involved in the alleged incident/complaint:

Please provide the names and contact details of any people involved in your complaint, including witnesses.

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Outcome requested:

Please set out how you would like to see your complaint dealt with, and why and how you believe that this will resolve the issue.

Declaration:

I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that making any false, malicious or untrue allegations may result in a breach of the code of conduct.
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Form completed by:	
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Signature:	
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For completion by the CIPR:

Date form received by the Professional Practice and Ethics Consultant:	
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Signature:	
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