

investenergy	<b>Invest Energy Group</b>	Doc. Ref. : IESB/GF/001
	<b>Formal Grievance Form</b>	Rev. No. : 1 Rev Date : 21 <sup>st</sup> Feb 2022

<b>DATE</b>

<b>FIRST NAME</b>

<b>LAST NAME</b>

<b>COMPANY/ORGANISATION</b>	
<b>COMPANY ADDRESS</b>	
<b>JOB TITLE</b>	

<b>PHONE NUMBER</b>

<b>EMAIL ADDRESS</b>

<b>STATUS</b>	<b>PLEASE TICK ✓ YOUR RESPONSE BELOW</b>
<b>EMPLOYEE</b>	
<b>VENDOR</b>	
<b>OTHERS (PLEASE SPECIFY)</b>	



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**Please include the names and contact details if there are others who have witnessed the incident.**

**Is this the first time you have raised this concern?**

**YES**

☐

**NO**

☐

**Do you have any suggestions/solutions for resolving the complaint? If so , please outline your proposed suggestions/solutions below.**

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**Do you have any additional information or complaints? If so, please outline them below.**

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**What specific remedy do you want to rectify the situation?**

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*Please keep a copy of this form for your records. As the Grievance Raiser, your signature below indicates that the information provided above is truthful.*

**Name:**

**Signature:**

**Date:**

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**Received & Acknowledged by IESB:**

**Name:**

**Designation:**

**Date of Acknowledgement:**