

Complaint Form

This form should be used if you are making a formal complaint in accordance with the Sexual Harassment Policy. Please complete all relevant sections and submit the form to the [Independent Support Service](#). If you require any help to complete the form or wish to discuss your complaint, please contact our Independent Support Service on 0800 756 9969.

Complaints raised under this procedure will be dealt with in the strictest confidence and your identity and that of the person you have complained about, will only be shared with those with a legitimate need to know.

Your Details	
Your Name	
Address	
Contact Telephone Number	
Email	
Your employer	

Details of Complaint
<p>Please provide as much detail as you can about your complaint. This should include the name of the person you are complaining about, the nature of the behaviour, any action you have taken to resolve the issue informally, when and where the behaviour took place, and details of anyone else who witnessed the behaviour.</p> <p>If you wish, you can also outline here how you would like to see this matter resolved.</p>

Please include with the form any other documents or evidence you wish to submit in support of your complaint.

Next Steps

The Independent Support Service will inform the Scottish Parliament’s HR Office of your complaint and they will arrange for it to be investigated by an Independent Investigator. The Investigator will make contact with you and the person you have complained about.

Sexual Harassment Policy Complaints Form (English only)

For further information contact:

HumanResources@parliament.scot

0131 348 6500

