



BOYS & GIRLS CLUB
OF GREATER SHASTA

Employee Complaint Form

Your Name: _____ Date: _____

Title: _____ Phone Number: _____

Address: _____

Complaint Information

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Please describe the incident in detail:

If there are others who have witnessed the incident, please provide their names and phone numbers below:

Is this the first time you have raised this concern about this person?

___ Yes ___ No

Do you have any suggestions for resolving the complaint? If so, please explain.

Do you have any additional information or complaints? If so, please explain.

Signature: _____

Print Name: _____

The BGCGS' open door policy allows employees to share their questions, comments, concerns, or complaints with someone who can address them properly. In most cases, an employee's supervisor is the best person to address an area of concern. However, if you are not comfortable speaking with your supervisor, have a complaint against your supervisor, or are not satisfied with their response, you are encouraged to speak with or return this form to a Safe Point of Contact, CEO, Noam Zimin, or Director of Administration, Aya Bowman.