

Appendix B: Formal Complaint Form

Please complete this form and either print it and send it to **Attn: National Director, PO Box 5170, Lyneham, ACT 2602** or email it to **complaints@fiec.org.au**. An online version of this form can be found [here](#)

YOUR DETAILS	
Name:	
Address:	Phone:
	Email:

YOUR COMPLAINT	
Name of the person who is the subject of your complaint:	
Category (please tick): <input type="checkbox"/> Representative (Senior Pastor) <input type="checkbox"/> Associate <input type="checkbox"/> Staff	FIEC church to which the respondent belongs: Your relationship with the respondent:
Specific section of the Code of Conduct alleged to have been breached:	
Details of your complaint: <ul style="list-style-type: none">· Write what happened, when (dates) and where· Provide the contact details or statements of any witnesses· Explain what impact this conduct had or you fear may have on you or others· Provide any additional information that you believe might be helpful	

Have you tried to resolve this issue informally?	YES	NO
<p>If not, please explain why you have not tried to resolve this issue informally:</p>		
Have you used the internal complaints management procedure of the church to which the respondent belongs?	YES	NO
<p>If not, please explain why you have not used the internal complaints management procedure:</p> <p><i>Please be aware that if the church to which the respondent belongs has an internal complaints management procedure in place, FIEC encourages you to use that process before submitting a complaint under this Policy.</i></p>		
<p>What actions do you want taken in response to this complaint and what type of resolution are you seeking?</p>		
<p>Signature:</p> <p>Date: / /</p>		