

## 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](mailto: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"><li>· Write what happened, when (dates) and where</li><li>· Provide the contact details or statements of any witnesses</li><li>· Explain what impact this conduct had or you fear may have on you or others</li><li>· Provide any additional information that you believe might be helpful</li></ul>	

Have you tried to resolve this issue informally?	YES	NO
If not, please explain why you have not tried to resolve this issue informally:		
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>		