



# Internal Complaints Committee (ICC)

Please be assured that FIRE takes your complaint seriously and, if deemed appropriate, will take steps to immediately process your complaint. Your complaint will be held to the highest standards of confidentiality.

## Information of Member/Complainant Membership ID

<b>/Name:</b>	<b>/Complaint No:</b>
<b>/Address:</b>	<b>/Date:</b>
<b>/Mobile:</b>	<b>/Gender:</b>
<b>/Email:</b>	<b>/Area of Work:</b>

### 1<sup>st</sup> Complaint - I Wish to Complain Against

<b>Name:</b>
<b>Address:</b>
<b>Mobile:</b>
<b>Email:</b>
<b>Area of Work:</b>

### 2<sup>nd</sup> Complaint - I Wish to Complain Against

<b>Name:</b>
<b>Address:</b>
<b>Mobile:</b>
<b>Email:</b>
<b>Area of Work:</b>

### Details of the Alleged Sexual Harassment:

**Time:**

**Place:**

**Persons Involved:**

**Etc:**

**Possible Witness 01**

<b>Name:</b>	<b>Area of Work:</b>
<b>Mobile:</b>	<b>Email:</b>
<b>How is s/he linked to the alleged incident:</b>	

**Possible Witness 02**

<b>Name:</b>	<b>Area of Work:</b>
<b>Mobile:</b>	<b>Email:</b>
<b>How is s/he linked to the alleged incident:</b>	

Have you filed a Complaint anywhere else? Yes  No  if Yes where

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Have you contacted any organisation apart from F I R E? Yes  No  if Yes where

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**Other Details/Feedback/Suggestions**

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**Signature:**

**Date:**

**To be filled by the ICC Committee Chairperson.**

<b>Membership ID:</b>	<b>Date:</b>
<b>Mobile:</b>	<b>Signature:</b>