

## **COMPLAINT FILING FORM**

\* Fields marked with an asterisk are required.

1. PERSON REPORTING THE FACTS		
Name and surnames		
Contact email *		
Contact phone number		
Category and shift		

2. DETAILS OF THE REPORTED PERSON		
Name and surnames *		
Contact email		
Contact phone number		
Category		

3. REASON FOR COMPLAINT	
Description of the reason for the complaint *	

4. DESCRIPTION OF THE FACTS	
Inform of the events reported, indicating dates and places (in as much detail as possible) *	

5. WITNESSES	
If there are witnesses, indicate their names and surnames	

## 6. DOCUMENTATION

Attach documents if you have documentation that provides evidences

## 7. ACCEPTANCE OF THE RULES OF USE AND DECLARATION OF GOOD FAITH

 $\hfill\square$  I request the complaint to be presented and the corresponding internal procedure to be initiated \*.

 $\Box$  I declare to know the <u>rules of use of the complaints channel</u> as well as I have been informed of the way in which personal data will be treated \*.

 $\hfill\square$  I declare to make this communication in good faith and on the basis of the facts known to me. \*.

Send this form to: canaldedenuncies@imim.es