**Appendix 6**

**Respect and Civility – Formal Resolution Request Template**

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| **Name of Employee:** |  |
| **Job Title:** |  |
| **Service and Care Group/Corporate Area:** |  |
| **Manager’s Name:** |  |
| **Name of Staff Side Representative (or companion):** |  |
| **Do you wish the above person to be included in all correspondence relating to this complaint:** | Yes/No |
| **Please state the nature of your complaint including dates, times and names of witnesses to incident of bullying and/or harassment referring to the guidance on raising a formal complaint as outlined in the Respect and Civility toolkit.**  |
| **What resolution are you seeking?** |  |
| **Please provide details of any informal actions which have been taken to resolve your complaint.** |  |

**Employee Signature:** **Date:**

*A copy of the completed form and any relevant attachments should be submitted to the Director of People and Organisational Development*