



Complaints Report

(Refer to Policy HR 17 and S10 in the Policy and Procedure Manual for more details)

*Please attach additional sheets if required

In writing this report, please keep in mind the following principles:

- Be specific, using simple, clear language.
- Be respectful of the person(s) you are writing about.

Surname: _____ First name: _____

Name(s) of person(s) complaint reported to: _____

Name(s) of person(s) involved (if applicable): _____

Describe in detail and accuracy the nature of your complaint:

Describe what actions have been taken in order to deal effectively with your complaint:

Signature of complainant

Complaint recorded by (if applicable):

Date: _____

Date: _____

Details regarding final result of reported complaint:

Signature

Date: _____

**Please attach additional sheets if required*

Contact Information:
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