INTERNATIONAL MOONLIGHT PUBLISHERS

COMPLAINT FORM

- **Document Code:** HR-026
- **Version:** 1.0
- **Date:** 01/01/2025

Purpose:

To allow employees to **report harassment, discrimination, or workplace misconduct confidentially and formally**.

SECTION 1: COMPLAINANT DETAILS

Field	Details
Complainant Name	
Employee ID	
Designation	
Department	
Date of Incident	
Location of Incident	

SECTION 2: INCIDENT DETAILS

Type of Complaint	**☐ Harassment ☐ Discrimination ☐ Retaliation ☐ Other**
Description of Incident (Attach Supporting Evidence, If Any)	
Names of Witnesses (If Any)	

Confidentiality Statement:
I understand that my complaint will be **handled confidentially**, and I will be **protected from retaliation** under company policy.

Complainant Signature: _____ **Date:**

Reviewed By (HR Representative): _____ **Date:**

Investigation Completed By: _____ **Date:**

Note: HR must **initiate an investigation within 3 working days** of receiving this complaint.