



Client Details

| | | | |
|---------|--|----------|--|
| Name | | Phone No | |
| | | Email | |
| Address | | | |

Complaint Details

In the space below please give as much information as possible about your complaint or issue

Continue on a second piece of paper if necessary and attach to this one.



SOCIAL ENTERPRISE AWARDS 2015
UK HIGHLY COMMENDED



MINDFUL
EMPLOYER



MEMBER OF
SOCIAL
ENTERPRISE
UK



Children &
Young People Now
Awards 2014
Highly Commended



We are a
Living
Wage
Employer

| Complaint Process & Findings – Internal section | | | |
|--|--|----------------------|---------|
| Date Complaint Received | | Date acknowledged | |
| Complaint Received by | | Investigation Lead | |
| Agreed progress date | | Agreed response date | |
| Findings/Notes/Commentary | | | |
| Agreed Action(s) | | Lead | By date |
| Signed | | Date | |