



GRHRDD Step 6 Tool

Complaints record Template

Data which should be to be collected for both informal and formal complaints.

Date of complaint	How the complaint was made (e.g. online, in person, in writing)	Complainant (Anonymous or named)	Gender of the complainant	Gender of alleged harasser	Anonymised description of complaint	Process involved in resolving the complaint (informal/formal resolution)	Outcome of complaint / recommended actions	Review (to check implementation of actions)
1								
2								
3								
4								
5								
6								