



Formal Concern/Complaint Documentation Form

Name of Grievant

Date

Contact Phone Number: _____

Contact E-Mail _____

Statement of Grievance Including Expected Resolution (Attach documents or additional sheets if needed)

Signature of Grievant

Date

**Grievant will be notified within 3 business days of Executive Committee receipt of grievance by e-mail or telephone. Within 30 days of receiving the written complaint, the AzRHA Executive Committee will complete an objective investigation of the matter. After the investigation is complete, the Committee will present the complaint, the investigation summary including an objective account of everything that transpired to result in the grievance, and the recommended resolution to the general membership for vote at the next general meeting.