

**HOOPA VALLEY TRIBE
COMPLAINT INTAKE FORM**



Complaint Steps

Employees are expected to follow Title 30 5.1 Chain of Command Policy by first discussing the matter with his/her immediate supervisor, then program manager. . .

Step 1

- a. Discuss/submit complaint form to your immediate supervisor
- b. If not resolved forward complaint to your manager
- c. If not resolved with your manager you may continue up the chain of command
- d. If the complaint is harassment, you may file directly with your supervisor or Human Resource within one year of the incident per the Harassment Policy.

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Part I – COMPLAINANT INFORMATION

Name	Email		
Mailing Address	City	State	Zip
Cell Phone #	Department		

PART II – COMPLAINT AGAINST

Name (who are you complaining about)	Department
Relationship of the accused to complainant (manager, co-worker, client, etc.)	
Date of Incident	Location
Where did the specific incident occur	

PART III – COMPLAINT

Please describe the reasons for your complaint. Be as specific as possible. Give as many details as possible, including the names of potential witnesses, the dates, times and places that relevant events took place.

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State the policy(s)/code/ordinance you believe has been violated

Witnesses (Name and phone number):

PART IV – SOLUTION

State specific solution sought to resolve the complaint:

PART V - SIGNATURE

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the Hoopa Valley Tribe deems relevant.

Signature: _____ Date: _____