

## **1Record of complaint**

This is a record of the complaint made by you to SEARRP. If you would like to speak to one of our senior team before you submit this form, please contact any of the following:

- Any SEARRP Field Manager at site where you are based
- Adrian Karolus, SEARRP Operations Manager: [adrian@searrp.org](mailto:adrian@searrp.org) or +60 14 865 5922
- Katie King, SEARRP Safeguarding Officer/Communications Manager: [katie@searrp.org](mailto:katie@searrp.org) or +60 14 862 3877
- Glen Reynolds, SEARRP Director: [glen.searrp@icloud.com](mailto:glen.searrp@icloud.com) or +60 17 816 7177

SEARRP treats all complaints confidentially, with particular care taken with any complaint related to sexual harassment, to the extent required for us to conduct a proper investigation. For further information, please refer to SEARRP's *Sexual Harassment Policy* and its stand-alone complaints procedure, and to SEARRP's *General Complaints and Investigation Procedure* for cases that are unrelated to sexual harassment.

The information that you provide below will help us to understand your concerns or what has happened (if a specific incident has occurred). Please include as many details as you're able (e.g. date, time, place, people involved, conversations, interactions or events that took place).

Description of Incident:

Please fill-in the information below and submit the completed form to the SEARRP Field Manager at the site where you are primarily based, or directly to SEARRP's Operations Manager, Adrian Karolus, at [adrian@searrp.org](mailto:adrian@searrp.org).

Complaint made by: ..... Time: .....

Affiliation/role: ..... Date: .....

Signature: .....

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*The section below is to be completed by SEARRP*

Received by: .....

Role: ..... Time: .....

Signature: ..... Date: .....