

### **Checklist of Requirements for a Formal Complaints Letter**

1. Name and designation of the complainant
2. Nature of the complaint
  - a. Name and designation of persons against whom complaint is made
  - b. Description of the event/events, including specifics of actions and time in chronological order stating dates and timing of events
  - c. Previous events, involving the same person, if any
3. The consequence of the events on functioning in the work place
4. Names and designations of witnesses, indicating what aspects were witnessed
5. Steps taken to bring the matter to the supervisor/perpetrator
6. Response of the supervisor/perpetrator
7. Request to provide relief – or action required to be taken to remedy the matter.

*In case you are not able to write it, it does not mean you cannot file a complaint. The ICC will help you to draft a formal complaint letter, if necessary.*