# Bullying and Harassment Complaints Form (English only)

This form should be used if you are making a formal complaint of bullying or harassment in accordance with our Policies. Please complete all relevant sections and submit the form to the **Independent Support Service** at contactus@helpeap.com. If you require any help to complete the form or wish to discuss your complaint, please contact our Independent Support Service on 0800 756 9969.

Complaints raised will be dealt with in the strictest confidence and your identity and that of the person you have complained about will only be shared with those with a legitimate need to know.

## Your details

|  |  |
| --- | --- |
| Your name  |  |
| Address  |  |
| Contact telephone number  |  |
| Email  |  |
| Your employer  |  |

## Details of Complaint

Please provide as much detail as you can about your complaint. This should include:

* the name of the person you are complaining about
* the nature of the behaviour
* any action you have taken to resolve the issue informally
* when and where the behaviour took place
* details of anyone else who witnessed the behaviour.

If you wish, you can also outline here how you would like to see this matter resolved.

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Please include with the form any other documents or evidence you wish to submit in support of your complaint.

## Next Steps

The Independent Support Service will inform the Scottish Parliament’s People and Culture Office of your complaint and they will arrange for it to be investigated by an Independent Investigator.

The Investigator will make contact with you and the person you have complained about.

## Further information

For further information, please contact:

* PeopleandCulture@parliament.scot
* 0131 348 6500