



Notice of Complaint

GEN 12

Introduction

This document is to be used for complaints submitted to the Royal Australasian College of Dental Surgeons (the College) in relation to the College [Policy on Bullying, Harassment and Discrimination](#) and the College [Complaints Policy](#).

How to submit:

Complaints must be lodged with the CEO at the College office by email: ceo@racds.org

Details

Person Making Complaint

Is this a bullying or harassment complaint?

YES NO

Briefly outline what the complaint is about? – *(Attach a separate document if necessary)*

Who are the persons who are the subject of the complaint (“The Respondent(s)”)?

Have you read the relevant College Policies?

YES NO

What do you seek as an outcome from this complaint? – *(Attach a separate document if necessary)*

Do you understand and do you accept that as a matter of procedural fairness, the Respondent will be made aware of the complaint?

YES NO

The College has a [Whistleblower Policy](#) that protects the identity of a complainant. Do you wish to seek Whistleblower protection in relation to the complaint/s?

YES NO



Declaration

I understand that the information provided on this form regarding this matter or complaint shall be dealt with according to the College [Bullying, Harassment and Discrimination Policy](#) and the College [Complaints Policy](#).

Signature _____

(Unsigned applications will not be processed)

Date _____

Please **attach to this form** the allegations that you make in relation to each person or the group of persons as set out below. For **each person or group** of people, please use the following format:

RESPONDENT(S) Person(s) about whom complaint is made

Full Name of Person

Allegation(s)

(e.g. Person did not act professionally)

- 1.
- 2.
- 3.
-

Particulars of Allegation

(on DATE Person said/wrote to me ...)

- A.
- B.
- C.
-

Evidence of Allegation

(Email, correspondence etc found as an attachment "A")

- Attachment A*
Attachment B
.....