

GRIEVANCE SUBMISSION FORM

This form is used by stakeholders, communities or members of the public to submit complaints related to environmental or social concerns

1. Complainant Information

Name (Unless anonymous)

Organisation (if applicable):

Address:

Telephone No.

Email Addresss

Have you experienced or fear any form of retaliation? Yes.....No.....

2. Description of the Complaints

Date of Complaint

Location of Incident

Nature of Complaint

Description of the Environmental or social
Concern.....

.....

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3. Protection and Confidentiality (Optional)

Have you experienced or do you fear any form of retaliation related to this complaint?Yes..... No.....

If yes, provide additional details (optional).....

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4. Supporting Information

Please attach any relevant documents, photo or other information that may assist in the investigation of the complaint

5. Preferred Method of Communication of Response

Option	Tick
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Telephone	
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Email	
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Written Response	
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Preferred language for response:

English.....Swahili.....Other.....

6. Declaration

I confirm that the information provided in this grievance submission from is accurate to the best of my knowledge

Signature:

Name:

Date:

7. For Official Use Only

Complaint Reference Number:

Date Received:

Responsible Officer:

Action Taken:

Resolution Status: