**Complaint Form**

You are encouraged to make any complaint you may have, known to the Project Manager.

If you feel that any aspect of your time in the project has been difficult, or you wish to make a complaint in general, please feel free to use this sheet and hand it to a member of staff.

REMEMBER THAT YOUR COMPLAINT WILL BE TREATED AS CONFIDENTIAL AND AS SENSITIVELY AS POSSIBLE, AND WILL BE INVESTIGATED.

YOU WILL BE MADE AWARE THAT WE WILL BE DEALING WITH WHATEVER COMPLAINTS YOU MAY HAVE.

Name...................................................................................................................................................

Address...............................................................................................................................................

Telephone..................................................................Membership Number......................................

Date.......................................

Please use this space to write down your complaint: (if you need any help please ask a member of staff to assist you)