

# Code of Conduct Complaint Form



## Note to person making a complaint:

This form may be completed if you wish to complain about an Employee who you allege has breached the Town of Cambridge Code of Conduct for Local Government Employees.

### Complaints about an Employee (other than the CEO):

The Chief Executive Office is the Complaints Officer for complaints about an employee (other than the CEO).

### Complaints about the Chief Executive Officer (CEO):

The Mayor is the Complaints Officer for complaints about the CEO.  
All complaints about the Chief Executive Officer are to be sent to the Mayor.

All information requested in this form must be provided before the complaint can be processed. After all information has been provided, sign and date the form, and submit to the appropriate Complaints Officer.

A determination will then be made in relation to the complaint.

Any information provided in this form **MUST NOT** be sent or divulged in any way to the person who is the subject of the complaint.

All information requested below must be provided by the person making the complaint.

What is the name of the local government employee who you allege has breached the Code?	
What date do you allege the breach occurred?	
What clauses of the Code do you allege has been breached?	
How do you allege the breach occurred? ..... ..... .....	
<i>Attach additional sheets to this complaint form if required.</i>	
Were there any witnesses to the alleged breach?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the witnesses willing to provide information to assist in resolving the complaint?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, what are the name(s) and contact details of the witness(es)?	
<i>Witness Name:</i> .....	
<i>Contact Details:</i> .....	
Have you attached all relevant and additional information which may assist in resolving the complaint?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Telephone Contact \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_