



2001 Central Park Avenue Yonkers, New York 10710  
(O) 212-629-3131 (F) 212-594-2008

Elite Investigations Ltd. takes employee complaints of discrimination, harassment, unethical or unfair conduct as serious matters. In order to properly investigate your concern, you are requested to fill out this form as completely as possible. Please use additional sheets of paper where needed.

Here at Elite we will make every effort to keep all information pertaining to this complaint confidential. However, please keep in mind that while we will make every effort to keep maintain confidentiality, we will need to refer to information provided in this complaint to properly conduct a fair and proper investigation.

After a prompt and thorough investigation into your complaint, you will be notified of the companies intended action. Should you have any questions about the process, please set them forth at the end of this form and we'll do our best to answer them.

**Complainant**

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

Position/ Title: \_\_\_\_\_

**Respondent:**

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

Position/ Title: \_\_\_\_\_

**Basis of your Complaint:** Please explain as clearly as you can regarding what happened

---

---

---

---

---

---

---

---

---

**How did you respond to the incident that triggered this complaint:**

**Information about the incident(s):**

Date conduct occurred: \_\_\_\_\_

Number of incidents: \_\_\_\_\_

Supervisor or Manager aware of your allegations: \_\_\_\_\_

**Witness:**

Name: \_\_\_\_\_ Position/ Role/ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Position/ Role/ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Position/ Role/ Title: \_\_\_\_\_

**Documentation:**

Please list and attach any documentation you wish to support your allegations. Use additional paper if necessary:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Relief Sought:** What would be the remedy(s) do you seek to resolve this complaint to your satisfaction?

---

CONFIDENTIAL – FOR HUMAN RESOURCES ONLY

---

---

---

**Additional Information:** Please provide any additional comments you wish the company to consider when investigating the complaint.

---

---

---

---

---

---

**Signature and Verification:**

I confirm that, to the best of my knowledge or belief, the information provided here is true and factual. I understand that the effective date of filing this complaint is the date this form is physically received by Human Resources. I further understand that any person who knowingly provided frivolous, fraudulent or false information in a complaint may be subject to discipline up to and including termination.

---

Signature of the Complainant

---

Date