Appendix no. 6 – Form of submitting complaints to the Consultants (based on WB guidelines)

Case no.:	
Name and surname Attention: a complaint may be submitted anonymously or the applicant may demand that their data be disclosed to third persons only with the applicant's consent	Name of the applicant _____ Surname of the applicant _____ ☐ I wish to submit a complaint anonymously I demand that my data be disclosed to third persons only with my consent
Contact details Please indicate the manner in which the applicant should be contacted (by e-mail, phone or post)	By post (please enter the correspondence address): _____ _____ _____ By phone:_____ E-mail_____
Preferred communication language	Polish English Other (please specify): …….
Description of the subject of the case or complaint	Please specify: the subject of the case/complaint, the date of the event, the place affected by the case/complaint, the persons involved in the case and the effects of the situation.
Date of occurrence of the complaint subject/of the case	
	A one-time event/complaint (date: _____) It happened more than once (please state how many times: _____) Pending (an existing problem)
What actions, in the applicant's opinion, would enable solving the problem?	
Signature: _____ Date: _____ Please hand over this form to: [Surname] H&S Inspector [Company name] Address: _____ Tel.: _____ or e-mail: _____	