

# In-Brewery Complaint Form

Name of individual/s making the formal complaint: \_\_\_\_\_

Name of individual/s suspected of the inappropriate behavior: \_\_\_\_\_

Name of manager filing report: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Date/time of incident: \_\_\_\_\_

Date report is filed [mm/dd/yyyy]: \_\_\_\_\_

Policy violation (i.e., how the above accusation violated our Code of Conduct policy):  
Please provide details, names of witnesses/involved parties, and any other pertinent information related to the incident. Use additional sheets as needed:

Was a proper apology provided by the individual/s who violated the Code of Conduct?

Yes  No

Date of proper apology [mm/dd/yyyy]: \_\_\_\_\_

Disciplinary outcome:

- Final verbal warning
- Training / continued education
- One-week, unpaid suspension
- Termination
- Other:

Signature of manager filing report: \_\_\_\_\_

Signature/s of individual/s who filed the report: \_\_\_\_\_

Signature/s of individual/s who are responsible for violating the Code of Conduct: \_\_\_\_\_

(Add a copy of this form to each employee's permanent record)