

COMPLAINT FORM



RESERVED FOR THE COMPLAINT SERVICE

Number assigned to the register: _____

Received by : _____

Date : _____

1. IDENTITY OF THE DEFENDANT

Status	Employee	Member of management	Client	Supplier	Business partner	Other :		
Name								
Address								
Telephone				Email				
Have you ever had a business relationship with Vitrierie P. Latreille Inc. ?					YES	NO		
Have you ever worked with the employee against whom you are filing the complaint?					YES	NO		
What way should we use to contact you?					Tel.	Cel.	Email	Mail

2. IDENTITY OF THE PERPETRATOR

Status	Employee	Member of management	Client	Supplier	Business partner	Other :
Name						

3. INFORMATION ON THE COMPLAINT

Nature of the complaint	
Financial and accounting information	Damage to property or person
Health and safety, environment	Theft, embezzlement, fraud
Unethical behaviour and conflict of interest	Violation of laws, regulations, policies and procedures
Manipulation or falsification of data	Other :

INTEGRITY PROGRAM - COMPLAINT FORM

Continued—INFORMATION ON THE COMPLAINT

Description of the facts

If the space is insufficient, please complete your text in the email, after clicking the SUBMIT button.

Date of the event		Location of the event	
Repetitive event	YES		NO
Witnesses	Name :	Name :	
	Contact Information :	Contact Information :	
How can we contact these witnesses ?	Tel. :	Tel. :	
	Email :	Email :	

Evidence

(Use this box to list your file that will be attached to this email. After you have clicked on SUBMIT below, you will be able to join your evidence in PDF format)

Your expectations regarding the actions to be taken (optional)

If the space is insufficient, please complete your text in the email, after clicking the SUBMIT button.

I, the undersigned, attest to the accuracy of the information mentioned above and I agree that this form shall be forwarded to the administrator or the authorities responsible for the investigation to be carried out following this complaint.

Name : _____

Date : _____

Signature : _____

