

ROOM 29 THEATRE REQUEST FOR COMPLAINT INVESTIGATION

INFORMATION FOR MEMBERS

This form should be used if:

- You have a complaint about a Room 29 Theatre matter which you have not been able to resolve directly with the member responsible for the issue;
- You are a member with a complaint about another member(s);
- You are a member with a complaint about inappropriate behaviour by a production team member, leader or volunteer.

Before completing this form, please read and make reference to the Behaviour and Misconduct Policy and Code of Conduct available at www.room29.co.uk/policies-and-procedures.

If you have relevant documentary evidence to support your complaint, please submit it with this form. Evidence should be as concise as possible and relevant to the complaint. Evidence which is deemed not to be relevant to your complaint may not be considered. Investigation of your complaint will not commence until you confirm that your supporting documentation is complete; please see section 3 of the form. The complaint form and any supporting documents will be seen by the person investigating your complaint, and may be shown to anyone named in the complaint and by relevant Room 29 Theatre representatives being complained about. Where sensitive issues are raised, for example in a complaint about another member, we will redact all identifying information of the complainant, including but not limited to contact information.

To discuss the misconduct complaints process further, please contact info@room29.co.uk.

MISCONDUCT COMPLAINT FORM

Last updated April 09, 2024

1. PERSONAL DETAILS

First Name/Known As:	
Surname/Family Name:	
Address:	
Email:	
Telephone:	

2. YOUR COMPLAINT

A. Please provide a summary of your complaint below (300 words max).

B. If you have tried to resolve the complaint in any way, please tell us what you have done (200 words max).

C. Please provide a brief explanation of the issue(s) you consider to be unresolved (200 words max).

D. Please explain how you would like your complaint to be resolved (200 words max).

E. If you are submitting a complaint more than six months after the event you want to complain about or finding out that you have reason to complain, please provide a brief explanation for the delay (200 words max).

3. **SUPPORTING DOCUMENTATION**

Do you wish to submit any supporting documentation for consideration?

Yes
No

If "Yes", please tick here to indicate that what you have submitted is complete

Signature*: _____

Date: _____

*If submitting this form electronically please insert your name; no formal signature is needed.

4. **SUBMITTING THIS FORM**

Once completed, this form should be submitted by email to info@room29.co.uk.