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

| Case no.: | |
|---|---|
| Name and surname<br><br>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 _____<br><br>Surname of the applicant _____<br><br>☐ I wish to submit a complaint anonymously<br><br>I demand that my data be disclosed to third persons only with my consent |
| Contact details<br><br>Please indicate the manner in which the applicant should be contacted (by e-mail, phone or post) | By post (please enter the correspondence address):<br><br>_____<br><br>_____<br><br>_____<br><br>By phone:_____<br><br>E-mail_____ |
| Preferred communication language | Polish<br><br>English<br><br>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: _____)<br><br>It happened more than once (please state how many times: _____)<br><br>Pending (an existing problem) |
| | |
| What actions, in the applicant's opinion, would enable solving the problem? | |
| | |
| Signature: _____<br><br>Date: _____<br><br>Please hand over this form to: [Surname] H&S Inspector [Company name]<br><br>Address: _____ Tel.: _____ or e-mail: _____ | |