

 Kretam Holdings Berhad Group <h2 style="margin: 0;">Complaint/Grievance Form</h2>	Doc. No. KHB-HR-P05/F01	
	Revision No. 1	
	Page No. 1	of 1
	Effective Date 1 st June 2017	

PRIVATE & CONFIDENTIAL

Complainant Name :		IC / PP No. :	
Mailing Address :		Contact No. :	
Company Name :		Position Title :	

<u>Explanation of Complaint / Grievance</u>	
<p>1. Please describe your complaint/grievance in detail. Include location, date(s) and time of occurrence, who involved. Are there any witnesses? If yes, please state the names and contact information.</p> <p>2. Please attach additional sheets, if necessary, along with any supporting documents that will help in understanding and substantiate the complaint/grievance.</p>	
<p>I hereby declare that the information stated above is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions accordance with Company's rules and regulation.</p>	
Complainant's Signature:	Date:



1. Complaint about Manager & above, report to HR Manager (GO). 2. Other Complaints, report to MANAGER (GO).	Report Date:
GO's Decision/Resolution:	
Decision/Resolution By:	Decision acknowledged by:
Name (GO): _____ Signature	Name (Complainant): _____ Signature
Position: _____ Date: _____	Position: _____ Date: _____

FOR GRIEVANCE OFFICER(GO)'S USE	
Implementation of the Decision/Resolution:	
Completion Date: _____	GO's Signature & Date Name:
Comments (if any):	

Remarks:

- (1) Retaliation against an individual filing a complaint/grievance is strictly prohibited and may result to disciplinary action.
- (2) GO shall extend a copy of the duly signed Form to the Complainant and the Original copy shall be filed & kept Confidential.
- (3) If the complainant does not satisfied with the resolution, he may appeal to Director by using Appeal Form (KHB-HR-P05/F02).