

## AMBASSADOR COMPLAINT FORM

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**OCVJC encourages you to speak up through the various channels of communication so that we may be responsive to your views by dealing directly with you. Although we cannot realistically avoid every difference, we will make every effort to listen and resolve them equitably, consistently, and in a timely manner should they arise.**

Complaint against \_\_\_\_\_ because

---

---

---

Have you attempted to resolve these allegations with the accused party?

**YES**  **NO**

If you answered **yes**, please describe the allegations and tell in detail the complaint conversation. If possible, please provide us with the time and date of the conversation.

---

---

---

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Result: \_\_\_\_\_

**Violations of some of the rules are more serious than others and may result in immediate dismissal. Other violations may result in coaching and counseling, oral or written reprimand depending upon the severity of the violation, the ambassador's disciplinary and work record, the ambassador's length of service and OCVJC's past practice in any similar and/or identical case.**

What would you like done as a result of your complaint — what remedy are you seeking?

---

---

---

---

We cannot accept your complaint if it has not been signed. Please sign and date your complaint.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date