

Complaints Form

Part 1 – About you

Complaint No.: CMPL _____

Name: Title:

Address:

..... Post code:

Contact numbers: Home: Work: Fax:..... Mobile:

Email: Passport or ID number:

Would you like NCPE to send all relevant correspondence to this address? Yes No

If not, where would you like correspondence to be sent to?

.....

Only fill out this box if you are complaining on *behalf of someone else*

Name of that person:

Address:

..... Post code:

Contact numbers: Home:Work: Fax:

Mobile: Email:

What is your connection to the person suffering the alleged discrimination?.....

.....

Does the individual concerned know you are filling in this form? Yes No

What is the reason you are filling in this form?.....

.....

Only fill out this box if someone is *assisting* you with the complaint – for example, a lawyer, or union representative

Name of representative:

Organisation:

Postal address:

Contact numbers: Home: W ork: Fax:.....

Mobile: Email:

For office use only: Received by: _____ Date: _____

Part 2 – Your complaint

Who are you complaining about?

1. Name / Organisation:.....
Address:.....
..... Post code:.....
Contact numbers: Home:..... Work:..... Fax:

Mobile:..... Email:.....

What is this person's/ organisation's connection to you?.....
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.....

2. **If you are complaining about more than one person / organisation**

Name / organisation:.....
Address:.....
..... Post code:.....
Contact numbers: Home:..... Work:..... Fax:.....

Mobile:..... Email:.....

What is this person's/ organisation's connection to you?.....
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Indicate the situations that are relevant to your case:

A. I am complaining because while accessing to and/or seeking the supply of goods & services:

- I was discriminated/ treated differently on the grounds of my sex
- I was discriminated/ treated differently on the grounds of my race and ethnic origin
- I was harassed
- I was sexually harassed
- There were no prevention measures taken against any form of harassment or sexual harassment within the organization
- I was victimised for having reported an alleged illegal or corrupt activity committed by any person/organization

B. I am complaining because I believe:

- I have been discriminated against when offered employment because of my sex, and/or family responsibilities and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation.
- I have been sexually harassed.
- I have been discriminated against by a bank / financial institution / insurance company because of my sex, and/or family responsibilities and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation.
- I have been discriminated against by an educational institution because of my sex, and/or family responsibilities and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation.
- I have been discriminated against in my pay/ wage or other work related benefits because of my sex, and/or family responsibilities and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation.
- I have not been granted a fair compensation for the tasks performed in the activities of my self-employed spouse.
- I have been treated unfairly because of my sex and/or race and ethnic origin.
- I have been unfairly dismissed from my employment because of my sex, and/or family responsibilities and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation.
- I have been unfairly dismissed from my employment (during my probation period) because of my sex, and/or family responsibilities.
- I have been treated unfairly at my workplace because of my sex, marital or/and family status and/or family responsibilities, and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation.
- I have not been given a promotion because of my sex, and/or family responsibilities, and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation.
- My working conditions and/or terms of employment have been arranged in a discriminatory manner towards my sex, and/or family responsibilities, and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation.

Others (please specify).....

C. I want to complain about:

- An advertisement for a vacancy, which discriminates towards my sex, and/or family responsibilities and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation. (newspaper or magazine or any other publication on radio, TV, internet, or by display of a notice, billboard, poster, trailer or flyer or by any other means).
- Work opportunities that discriminate on the basis of sex, and/or family responsibilities and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation.
- the fact that I have been requested information concerning my private life and family plans, and/or gender identity and/or gender expression and/or sex characteristics and/or race and ethnic origin and/or age and/or religion and religious beliefs and/or sexual orientation when applying for a job.
- An advertisement which promotes discrimination against my sex/and or family responsibilities and/or gender identity and/or gender expression and/or sex characteristics and/or sexual orientation and/or race and ethnic origin and/or age and/or religion and religious beliefs.
- Others (please specify).....

D. I am a European Union citizen worker/a family member of a European Union citizen worker and I am complaining because I believe I have encountered/am encountering obstacles to exercise my free movement rights as a worker/have had/am having my right to free movement for workers restricted without justification/the principle of equal treatment is not being applied in:

- access to employment
- conditions of employment and work, in particular as regards remuneration, dismissal, health and safety at work; and if unemployed, reinstatement or re-employment
- access to social and tax advantages
- membership of trade unions and eligibility for workers' representative bodies
- access to training
- access to housing
- access to education, apprenticeship and vocational training for the children of EU workers
- assistance offered by the employment offices
- I am being victimised for making a complaint/initiating or participating in proceedings/disclosed information to a designated public regulating body



Part 3 – Further information

Supporting evidence

Please attach copies of any documents that may help us to address your complaint (for example, letters, pay slips, doctor’s certificates or references). If you cannot do this, please tell us about the documents or other evidence and how this evidence can be obtained.

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What support are you expecting from NCPE vis-à-vis your complaint?

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Have you made a complaint about this to another agency?

(For example a Trade Union, Police, Department of Industrial and Employment Relations, an Ombudsman etc.)

If so, provide details of the complaint, the agency it was made to and any outcome. Also attach copies of any letters you have received from the agency.

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Have you tried to resolve your complaint in any other way?

(For example through an internal complaint process etc)

If so, give details:

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Please initial every page.

Part 4 - Consent for NCPE to take action

Would you like NCPE to take immediate action upon receiving your complaint and contact the alleged harasser/ perpetrator?

- Yes
- No

Would you like to keep your complaint on hold for now? (Kindly note NCPE will keep your complaint on hold for a maximum of 6 months)

- Yes
- No

Why?

Remember

- Sign and date page 4 of this document,
- Initial every page; and
- Attach copies of any relevant documents.

Send your original signed and completed form to:

The Commissioner
National Commission for the Promotion of Equality
Gattard House, National Road
Blata I-Bajda HMR 9010

Confidentiality: The National Commission for the Promotion of Equality maintains confidentiality. Every effort is made to keep information regarding complaints confidential without compromising the enquiry. Information is shared only with those who have a legitimate need to know.

The Data Protection Act 2001: The Data Protection Act 2001 was enacted on the 14 December 2001 and came fully into force on the 15 July 2003. We therefore have a legal duty to respect and protect any personal information we collect from you and we will abide by such duty. We take all safeguards necessary to prevent unauthorised access and we do not pass on your details collected from you as a client, to any third party or Government Department unless you give us your consent to do so.

**If you need help in filling in this form
contact NCPE on 2295 7850 for an appointment.**