



# Integrity

## Compliment, Suggestion & Complaint Form

If you wish to lodge a compliment, suggestion or complaint with the Integrity Group, please complete this form and return it to our office. You will be contacted within 24 business hours of receipt of this form. Compliments, Suggestions and Complaints will be managed in line with our Customer Service, Feedback and Complaints Policy.

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

Are you a:  Candidate  Client: \_\_\_\_\_

Preferred Contact Details: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Compliment  Suggestion  Complaint

Please provide as much detail as you can:

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Have you discussed this matter with an employee of the Integrity? Yes  No

If so, who dealt with this matter? \_\_\_\_\_

What was the result? \_\_\_\_\_

Please provide details of the outcome you are seeking:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Privacy Notice:** The information provided on this form will only be used by Integrity to follow up your compliment, suggestions or complaint and to prepare annual reports on the complaints and feedback process. The provision of this information is voluntary and it will be stored securely. You may correct any personal information provided at any time by contacting the person to whom you submit this form.