

**Diocese of London Diocesan Centre  
Joint Health and Safety Committee Manual**

**036B-Customer Service Standard Report**

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The purpose of this report is to give feedback or initiate a fact-finding exercise concerning a complaint. A formal, confidential investigation may be initiated by the appropriate authority upon receipt of the completed and signed report within **5 business** days. Documents related to accessible customer service, are available upon request in other formats.

Nature of Feedback: \_\_\_\_\_

Nature of Complaint: \_\_\_\_\_

Recommendations: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

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

Name of Respondent(s): \_\_\_\_\_

Actions Taken: \_\_\_\_\_

Relationship to you:

Co-worker

Employee

Supervisor

Visitor

Volunteer

Other (specify): \_\_\_\_\_

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Approved by \_\_\_\_\_ Date \_\_\_\_\_