

5.3 Grievance Form

Please complete this form if you are an individual involved in an incident or crisis situation and would like to contest the details of the incident or any action taken by ISH exec in response to the incident or crisis situation. If you are reporting an incident for the first time, please use the Incident Report Form. This form may be submitted in person, or via email to a member of the executive (list of executive members is available on the ISH website). We would like to highlight that there is a zero tolerance policy for libel and abusive language and that this form is subject to the ISH code of conduct.

1. Information

- **Name:**
 - **Email or Contact Info** (optional):
 - **Affiliation** (if applicable):
 - **Date:**
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2. Subject of grievance

- ☐ Contesting details of incident with evidence
 - ☐ Contesting details of incident without evidence
 - ☐ Reporting of harassment and/or retaliation
 - ☐ Contesting disciplinary measures taken by ISH in response to an incident report
 - ☐ Other (please specify):
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3. Grievance details

- **Description of grievance**

- **Description of evidence (if applicable/available)**

Please attach any available evidence with the delivery of this grievance form.

☐ I confirm that all the information I have provided is truthful to the best of my knowledge.

Note: All reports will be treated confidentially and shared only with individuals involved in handling the incident.

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