



Form: MPP01

# Member Protection Policy Confidential Record of Complaint

This form is to be used by a Member Protection Information Officer (MPIO) on receipt of a complaint.

## 1. MPIO DETAILS

Full Name:  Date Complaint Received:  /  /

## 2. COMPLAINANT DETAILS

KA Member / Licence Number (if applicable):

Name:

Address:

Suburb:  State:  Postcode:

Phone:  Mobile:

Email:

Role / status in motor sport when incident occurred? (please check relevant box/es)

<input type="checkbox"/> Administrator (volunteer)	<input type="checkbox"/> Competitor	<input type="checkbox"/> Crew member
<input type="checkbox"/> Employee	<input type="checkbox"/> Official	<input type="checkbox"/> Spectator
<input type="checkbox"/> Parent	<input type="checkbox"/> Other (please specify) <input type="text"/>	

Type of complaint (Complainant to choose)

<input type="checkbox"/> Formal complaint	<input type="checkbox"/> Informal complaint
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## 3. DETAILS OF THE COMPLAINT

Location and date of alleged incident:  /  /

Name of person/s complained about:

Nature of complaint (basis/grounds): (please check relevant box/es)

<input type="checkbox"/> Harassment	<input type="checkbox"/> Sexist	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Disability
<input type="checkbox"/> Personality clash	<input type="checkbox"/> Selection/Appointment dispute	<input type="checkbox"/> Victimisation
<input type="checkbox"/> Race	<input type="checkbox"/> Bullying	<input type="checkbox"/> Other (please specify below) <input type="text"/>
<input type="checkbox"/> Religion	<input type="checkbox"/> Verbal abuse	
<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Physical abuse	

Please give a brief outline of the alleged incident:

(use back of form if not enough room)

Complainant Signature:  MPIO Signature:

NOTE: This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to KA's Chief Executive Officer.