

# Social Planning Toronto

## External Complaints Policy Form

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

### Type of Complaint

- Individual
- Organization
- Group, Coalition, or Other: \_\_\_\_\_

### Details of complaint (include dates & time of occurrence, attach notes if more space required)

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\_\_\_\_\_  
Signature of person initiating the complaint

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Signature of Staff receiving complaint

### Investigation Notes (attach notes if more space is required)

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### Outcomes and Recommendations

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Signature of Executive Director

\_\_\_\_\_  
Date