3 January 2021

[Company Limited]

[Address]

Attn:

By email:

**Request for formal investigation**

1. I am writing to raise concerns about the unfair and unreasonable treatment I have experienced in the workplace from NAME, and to request that a formal investigation occur into the following information.
2. NAME started treating me unfairly on DATE/EVENT, and majority of the unfair treatment has occurred PLACE.

**Unfair and Unreasonable Conduct**

1. It is important here that you provide a comprehensive and factual list of the behaviours you have experienced. You will need to list the specifics: who, what, when, where, how, what, and possibly why.
2. Try to avoid emotive statements like: “She belittled me.” This will not help your employer investigate the matter. Instead, tell the employer what happened and why you felt belittled. You could explain their posture, tone of voice, mannerisms, and other physical elements.
3. Try not to make inflammatory statements, and instead talk about how you felt. Remember that this document will be shared with the person you are making a complaint about, and you may need to continue working with them afterwards.
4. Try to list dates. It can be difficult to remember exact dates, but you might remember an approximate timeframe that this took place. This is important because the accused will need to be provided with enough information to respond to your concerns.
5. Try to list as many examples as possible. The more information you can provide, the less your employer will need to meet with you to get further information. This can be a difficult and emotional process, and you are better to write the detail in the comfort and safety of your own home, than be asked for it in an office with your employer.
6. You should say why you believe the behaviour was unfair and unreasonable: this is especially important where your complaint may be construed as a performance criticism rather than of bullying.

**Witnesses**

1. I request that the company interview the following people:
   1. The accused. The accused will always be interviewed as part of this process. That’s why it’s also important to try to avoid using words like “bullying” and instead talk about how you felt. They may deny that you were bullied, but they cannot deny how you felt.
   2. People who witnessed the bullying towards you
   3. People who have been bullied themselves (however, progress this at your own risk as you may be called a liar if the employee does not want to disclose the bullying that they have experienced)
   4. People who you have talked to about the bullying

**Impact**

1. This behaviour has caused me a significant amount of hurt and humiliation, and I believe it may amount to bullying.
2. You will want to talk about why you think this behaviour amounts to bullying. Was it unreasonable, repeated and did it endanger your health and safety?
3. It can be hard to talk about your feelings. However, it is important that both your employer and the accused understand how this behaviour is affecting you in both your personal and professional life. It may also assist your employer in providing you with suitable supports.

**Actions Taken**

1. Have you taken any action to address this problem? It is important that you list all the steps you have taken. This can include:
   1. Whether you’ve raised your concerns directly with the person bullying you. It doesn’t need to be anything formal, just something that indicates that you are not happy with their behaviour.
   2. Whether you’ve talked to a team leader, manager or someone in HR with the aim of informally or formally resolving this. This can include a request to change teams, move desks, change hours, etc.
   3. Whether you’ve taken any steps personally to try to avoid the behaviour. This could include avoiding the accused, unfriending them on Facebook, changing your lunch breaks, etc.
   4. Whether you’ve taken any steps yourself to address the impact the conduct has had on you. This is especially important if your employer is aware that you suffer from a mental health condition: you want to assure them that you have talked to someone about the problem. *Sometimes* anxiety can create problems that aren’t there, and you don’t want your employer making this claim against you.

**Desired Outcome**

1. I request a formal investigation into my complaint, which includes a finding of whether bullying and/or unfair and unreasonable conduct has occurred.
2. Following the outcome of the investigation, I am open to discussing potential outcomes for resolving this matter. This could include:
   1. Attending mediation services with the employer and the accused to try to mend the working relationship.
   2. Changing teams, desks, hours, location of work, etc.
   3. Disciplinary action against the accused. However, please note that it is rare for the accused to be dismissed as a result of your complaint, and you will want to consider proactive resolutions.
   4. An apology from the accused.
   5. An acknowledgement from the company.
   6. Reimbursement of sick leave and/or stress leave required during this period.
3. I look forward to hearing from you.

Sincerely,

**NAME NAME**

PHONE NUMBER

EMAIL ADDRESS