

# Way 2 Work Ireland Complaints Form

The below form allows Way 2 Work service users, partners, TUSLA representatives or concerned members of the public to make a complaint about our service, staff or any other area of concern. Please find our full complaints policy on our website for further information.

### **Complaint Details:**

Please provide the details of your complaint below, including as much detail as possible to allow us to investigate further. If there is a particular staff member involved in your complaint, please list their name and the details of their involvement.

Details of complaint:	

#### Previous Action:

If you have previously complained to us about this issue, please let us know in what format this was done – i.e., in person, by telephone, by email etc. Please include details of the outcome and if/why this was unsatisfactory.

Previous Actions Taken:	

## **Complainant Details:**

Please provide your name and contact details so we can follow up with you. You can leave this section blank if you prefer to remain anonymous. However, in some cases, we can more fully investigate and correct an issue if we know who has made the complaint. You can find more information about how we process anonymous complaints in our complaints procedure.

Full Name:
Relationship to Way 2 Work:
(e.g. service user, employment
provider, member of the public,
etc.)
Organisation (if applicable):
Email Address:
Telephone number:

#### Further information:

If you have a desired outcome in mind, please outline this below so we can take it into consideration along with the other details of your complaint.

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If there is anything further you would like to add, please use the below section to do so. This can be used for any additional information or feedback you would like us to have.

Other comments:	