

OAKMOOR INDEPENDENT COMPLAINTS SYSTEM TERMS AND CONDITIONS

1. I have read, understood, and agree to follow the terms and conditions laid out in this document, and confirm that I am over 18 years of age and have the capacity to do so.
2. I agree to use the *Independent Complaints System* (operated by *Oakmoor Employment Consultancy*) if any issues regarding my workplace cannot be solved using an internal complaint system via full disclosure of facts and issues to all parties before any legal action is undertaken.
3. In return the *Independent Complaint System* will be unbiased, providing a respectful and neutral stance on all issues. Any advice, mediation or resolutions given will be based on employment legislation and caselaw and will not favour the employer despite the fact they may pay for the service.
4. By using the *Independent Complaints System*, I understand that I will be partially protected from any discipline or dismissal relating to my complaint until the issue is resolved. However, I also understand that my employment contract is still enforceable and that discipline or dismissal may still occur for reasons other than discrimination if my actions justify it.
5. I understand that any issues raised with the *Independent Complaints System* will be confidential unless I agree to disclose any relevant information. This requires me to tick a box clearly labelled on a complaint for physical forms, or via another clear agreement method in other forms of communication. Consent can be revoked at any time.
6. I understand that if I do not disclose information to either the Independent Complaint System or to my employer then a full resolution will likely be impossible.
7. I understand that any information given will be treated under the *Data Protection Act 2018* and that information will only be divulged if necessary. I understand that I can request to be made aware if information is to be disclosed and refuse consent.
8. I understand that everything I say and do will be treated as truthful. If I am dishonest (either intentionally, unintentionally, or by omission) or if I try to work around the system then this may go against me in a decision.
9. By using *Oakmoor Employment Consultancy's* Independent Complaint System I understand that *Oakmoor Employment Consultancy* is not a party to any claims of wrongdoing, and that I will not lay blame on them for any issues that may occur. In short, they are not legally liable.
10. I agree to have my anonymised data saved and used for research purposes. I can withdraw consent by contacting info@oakmoorconsultancy.co.uk or by crossing this section (10) out without invalidating the rest of the agreement.

PRINT NAME :

DATE: / /

SIGNED: