



# Feedback and Complaint Form



**Doria Feminist Fund values your voice and experiences.**

This form is designed to capture both positive and negative feedback, as well as any complaints you may have. It is used to report any ethical concerns, misconduct, workplace violations, or any other complaints. We are committed to handling your feedback and/or complaint with the utmost confidentiality, seriousness, and fairness.

## Confidentiality and Protection

This section helps us understand who is providing the feedback or making the complaint and how we can get back to you.

If you wish to remain anonymous, you may skip this section. However, please note that doing so may limit our ability to follow up on your feedback or complaint.

Your safety and confidentiality are our top priorities. You may submit this form anonymously or provide your contact details for follow-up. We guarantee that any identifying information will remain stored securely with restricted access and that no retaliatory action will be taken against anyone who raises a concern in good faith.

### Your Personal Information (Optional)

1. Full Name (optional):

2. Chosen Name:

3. Email Address:

4. Phone Number:

### Feedback or Complaint Details

This section is for us to understand the specifics of your feedback or complaint. Please provide details about the issue, including relevant incidents and any people involved. The more specific you are, the better we can address the concern.

1. Nature of Feedback or Complaint:

Please describe the feedback, issue, incident, or ethical concern that you are reporting. This could be a specific incident, an ongoing issue, a general concern, or positive feedback. Please provide as much detail as possible.

2. Date(s) and Location(s) (if applicable):

If your feedback or complaint relates to specific incidents or experiences, please provide the date(s) and location(s) where they occurred.

**3. Involved Parties (if applicable):**

If your feedback or complaint involves specific individuals or groups, please provide their names or descriptions.

**4. Supporting Evidence:**

Attach any relevant documentation, emails, photos, or other materials that could assist in the investigation.

**Additional Information**

This section is for any other information that might help us in addressing your feedback or complaint. We understand that every experience is unique and there may be aspects of your situation that haven't been covered in the previous sections.

Please feel free to share any recommendations, additional details, thoughts, feelings, or impacts related to your feedback or complaint that you believe are important for us to know.

**Consent**

By submitting this form, you agree that the information provided is accurate to the best of your knowledge. You give us permission to use the information provided to address your complaint. We will respect your experiences and handle this information with utmost care and confidentiality.

We will use the details solely to investigate and address your concern, and you will not face retaliation for reporting in good faith.

## **Confidentiality, Non-Retaliation, and Legal Rights:**

### **Non-Retaliation:**

Doria Feminist Fund strictly prohibits any form of retaliation, including dismissal, demotion, harassment, or any form of adverse action, against any individual who raises a complaint or concern in good faith. If you believe you have been retaliated against for submitting this report, you are encouraged to report the retaliation immediately.

### **Good Faith Reporting:**

Reports made in good faith will be fully investigated and acted upon. Any deliberate submission of false or misleading information may result in disciplinary action.

### **Confidentiality:**

The information provided in this form will be treated with strict confidentiality and shared only with those involved in the investigation and resolution of the issue. We will take all necessary measures to protect the identity of the individual submitting the complaint, consistent with the need to investigate the report or comply with the law.

### **Compliance with Laws:**

This complaint handling process complies with applicable local, national, and international laws governing whistleblower protection and ethical business conduct.

### **Investigation and Follow-Up:**

Once a complaint is submitted, Doria Feminist Fund will initiate an investigation. The submitter of the form may be contacted for further information if the personal information have been completed, and the results of the investigation will be communicated when appropriate, subject to confidentiality considerations.

### **Acknowledgment of Rights:**

If you wish to remain anonymous, you will still be afforded the mentioned protections.

Name:

Date: