

The Spiritualists' National Union

Complaint Form



Your Details

Name:

Home Address:

Postcode:

Tel:

Email:

Church Details

Church/Centre:

Complaint

This form may be submitted by another person on behalf of the complainant, provided that the form is signed by the complainant. If you need help or assistance with the form, please contact the SNU head office 01279 816363. Your attention is drawn to the services of the Ministry, which you can call upon for support throughout the complaints process.

Please answer the following preliminary questions:-

Question 1

Give the date on which the event being complained about occurred.

(Your complaint must be made within 20 working days of this date or the date when you first knew of this event.)

Question 2

Give the details of the person(s) against whom the complaint is being made.

(These are known as the respondents.)

Question 3

Does each respondent come within one of the following categories:-

- ☐ a member of the Union?
- ☐ a body or committee within the Union or a member of such body or committee?
- ☐ a member working for the Union in an official capacity?

Question 4

Have you already referred your complaint to the police or other judicial body? Yes ☐ No ☐

Question 5

What other steps, if any, have you taken to resolve the matter?

Question 6

What would you regard as a satisfactory outcome to your complaint?

Question 7

If the complaint is dealt with under the formal complaints procedure, are you able to participate by video conferencing in any mediation meeting or tribunal held online?

Yes ☐

No ☐

Declaration

Please give the details of your complaint on the attached sheet, including a statement of all the relevant facts and evidence in support of the complaint. Continue on a separate sheet if necessary and attach any relevant documents.

I declare that I will not disclose any information about my complaint to any person who is not directly involved in it and I understand that the Union reserves the right to take sanctions as appropriate in the event of a breach of confidentiality.

Signature:

Date:

Complaint reference: (For SNU use only)

Please post your complaint to:

PA to CAO, Spiritualists' National Union,

The Coach House, Stansted Hall Estate, Stansted Mountfitchet, Essex CM24 8UD

Alternatively send an electronic copy of the original signed form to the SNU head office at snu@snu.org.uk