The safety of Sight For All staff, Visionaries, Fellows, Project Participants, partners and patients treated through projects is paramount and we take any allegations of misconduct seriously. We also strive for continuous improvement and value feedback and recommendations.

Please complete all fields below and email your complaint to jhatswell@sightforall.org

Your concerns will be addressed as soon as possible and you will be contacted with the results of our investigation.

All complaints are confidential.

Although anonymous reports are accepted, we request your contact information so that we may contact you if we need additional information to properly address your concerns as quickly as possible. Also, if you do not leave your contact information, we will not be able to inform you of our actions.

About the Incident

Please record as appropriate. This document is reporting:

☐ Child Protection misconduct ☐ Sexual misconduct ☐ Fraud allegations

☐ Harassment misconduct ☐ Misuse of corporate funds ☐ General Complaint

☐ Other

Date of Incident (if known) : ___________________ Time of Incident: _____________________

Location of Incident: _____________________________________________________________

Description of Incident/Problem (Please describe the sequence of events):

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
Does the problem still exist?

☐ Yes  ☐ No  ☐ Don’t Know

**Your details**

_All details will remain confidential. You can skip this step if you choose to remain anonymous._

Name of person completing report: ________________________________ Date: _________________

Day phone number (incl. area code): ______________________________

Evening phone number / Mobile number: ____________________________

Email Address: ____________________________

Postal Address (Street): ___________________________________________

(City): ___________________________________________ Date: _________________

Please contact me by:

☐ Phone  ☐ Mobile  ☐ Email  ☐ Mail

Do you have any further comments?

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________