Horry County
Human Resources Department
Risk Management
1301 2ND Avenue
Conway, SC 29526

Post Office Box 997
Conway, SC 29528-0296
Phone: (843) 915-5230
Fax: (843) 915-6230
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EMPLOYEE COMPLAINT FORM

Name of Complainant: _____

Department: _____ **Phone:** _____

State Complaint: _____

_____

Synopsis of facts giving rise to Complaint (include dates, times, be specific) <u>Attach documentation</u>:

_____

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Policy or procedure allegedly violated: _____

_____

What specific role do you want HR to play: _____

_____

_____

_____ _____

Signature **Date**