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| Company Name: |  | Date: |  |
| Location: |  |

**NO** complainant names are to appear here, a file number will be assigned for administration purposes.

All documentation related is to be treated as confidential and remain on the file of parties involved only.

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| **Complaint #** | **Investigator** | **Date Received** | **Date Completed** | **Findings & resolution/date** |
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