**NFWI Complaint Form**

If you would like to submit a complaint to the NFWI in accordance with the NFWI Complaints Policy, please complete this form and return it to the Membership and Engagement Team using the contact details below. Please ensure you also include any relevant supporting documentation. This form is also available on request and on My WI.

|  |
| --- |
| 1. **Name:**
 |
|  |
| 1. **Please tell us the best way to contact you e.g. postal address, email address, telephone number:**
 |
|  |
| 1. **If you are a member of the WI, please tell us your WI and federation:**
 |
|  |
| 1. **Please tell us the nature of the complaint e.g. breach of the Constitution, discrimination, bullying:**
 |
|  |
| 1. **Please tell us about the key elements of the complaint using bullet points:**
 |
|  |
| 1. **If you know the outcome you would like from the complaints process, please tell us what this is:**
 |
|  |
| 1. **Please tell us whether you have complained to a WI or federation about this matter and if so what the outcome was:**
 |
|  |
| 1. **Please tell us whether you have spoken to the Charity Commission about this complaint:**
 |
|  |

If you would like to contact us about this form, please email complaints@nfwi.org.uk, call 0207 371 9300 or write to us at NFWI, Membership and Engagement Team, 104 New Kings Road, London, SW6 4LY.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date created** | **Last review date**  | **Next review date**  | **Document author** |
| 1 | March 2021 | N/A | March 2022 | Membership and Engagement Team  |