



Utrechtse
Historische
Studenten
Kring

UHSK Complaint Form

Send the fully completed complaint form to the official address of the Complaints Committee (klachtencommissie@uhsk.nl). Please note that complaints will only be processed if the form is completed fully and correctly.

Personal Information

Name:

Email Address:

Phone Number:

Confidential Advisor

Name of the confidential advisor assisting with your complaint:

Details of the Complaint

1. Description of the behavior or situation that led to the complaint:
2. Date and time of the incident:
3. Location of the incident:

Any individuals involved

Name of the person or persons against whom the complaint is directed:

Explanation or Additional Information (Optional)

Please attach any relevant documents or provide further explanation here:

Statement

I hereby declare that, to the best of my knowledge, all information provided is correct. I understand that the complaints committee is required to conduct an investigation in response to this complaint and that I may be asked to provide further information.

Signature:

Date:

Disclaimer Regarding the Submission of a Complaint

1. Requirements for submission:

- a. The complaint form must be submitted in its entirety.
- b. A confidential adviser must be designated as the sponsor of the complaint.
- c. If the complaint is against a board member, that board member may be excluded from the investigation and decision-making process.

2. What to Expect:

- a. The Complaints Committee will conduct a thorough and impartial investigation, within the reasonable limits of its capabilities.
- b. The investigation will include interviews with the complainant, the parties involved, and any witnesses.
- c. For other types of conduct, the process may take up to 30 business days.

3. Handling of the Complaint:

- a. The complaints committee provides advice to the board regarding any potential sanctions. This advice is not binding.
- b. The complainant and the parties involved will be notified of the outcome.

4. Vertrouwelijkheid:

- a. All information submitted will be treated as strictly confidential.
- b. Discussions with confidential advisors are also confidential. Any breach of this confidentiality may result in disciplinary action.

5. Rights of data subjects:

- a. The complainant has the right to be kept informed of the progress of the investigation.
- b. The member against whom the complaint has been filed has the right to a hearing with the complaints committee.