Organisation name Site or unit		FORM Staff concern and investigation record	
Document ID	WRK-FRM-002	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Form · WRK-FRM-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: **2E.4**

1. Purpose

Logs a workplace concern from the day it is raised to the written outcome and any appeal.

2. How to complete

- Complete on the day the concern is raised.
- Record each step with its date.
- Keep the record in the confidential HR file.

3. Checks

Check	Entry
Concern logged on the day raised	Date recorded
Written acknowledgement sent within 5 working days	Date sent
Investigating officer independent of the issue	Name and declaration
Evidence and both views recorded	Notes attached
Written outcome with reasons within 25 working days	Date and copy
Appeal route explained	In outcome letter

4. Evidence

Reference	Note
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

No e-learning course is linked to this document yet.

Planned course: New course planned.

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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