**Complaint Form Employee for Unacceptable Behavior**

Employee Complainant Information:

Name: Sarah Mohamed

Job Title: HR Officer

Phone Number: 0123456789

Email: sarah.mohamed@company.com

**Details of the Problem:**

On 2023-05-12 at 11:30 AM, I observed that the employee Alaa Ibrahim, Sales Manager, was speaking in a violent and abusive manner with one of the employees (Aya Mahmoud) in the office area adjacent to the Marketing department.

I heard Alaa yelling and mistreating Aya, criticizing her performance in an emotional and personal way. The behavior was inappropriate and psychologically damaging. As a result, the employees in the Sales department were affected and each of them began to intervene, which caused disruption to the work performance and workflow.

As outlined in the company's internal regulations, I am aware that this behavior violates the company's policies regarding professional conduct and mutual respect among employees. Therefore, I request the following:

Initiate a formal investigation into this issue.

Require Alaa Ibrahim to sign a written acknowledgment of not repeating this behavior in the future.

Demand that Alaa Ibrahim provide a formal apology to Aya Mahmoud.

Consider appropriate disciplinary action against Alaa Ibrahim and notify him if this behavior is repeated.

**Declaration:**

I, Sarah Mohamed, declare that the information provided in this form is true and complete, and its authenticity can be verified by reviewing the cameras in the area where the incident occurred.

**Signature:**

Sarah Mohamed