



Human Rights or Discrimination Complaint Form

Thyme Hongkong Co Limited investigates and conciliates complaints about discrimination and breaches of human rights. If you have any queries or need help to complete this form, please contact our Complaint Infoline on +852-5808 2130.

Please note that we cannot accept anonymous complaints. Please provide your name and contact details. If your contact details change after making the complaint, please contact us on +852-5808 2130.

Part A – About you, the complainant

Title	First Name	Last Name
Address		
State / Territory		Postcode
Email		
Phone (AH)	Mobile	

If you require assistance to participate in the complaint process, please outline the manner of assistance you require:

Should you be complaining on behalf of someone else, then please provide the following identification details concerning this person.

Title	First Name	Last Name
Address		
State / Territory		Postcode

What is your relationship to this person?

If they require assistance to participate in the complaint process, please outline the assistance they require:

If someone is assisting you with the complaint, for example, a legal representative, union or advocate representative, then please expressly provide the following specific details about this person.

Title	First Name	Last Name
Position		Organisation
Address		
State / Territory		Postcode
Email		
Phone (AH)		Mobile

If they require assistance to participate in the complaint process, please outline the assistance they require:

Part B – Who is the complaint about?

RESPONDENT 01		
Name of Person or Organisation		
Address		
State / Territory		Postcode
Email		
Phone (AH)		Mobile

What is your relationship to this respondent?

Note: If you are complaining about more than one person or organisation, please provide this additional information on a separate page.

Part C – What exactly are you complaining about?

- I am complaining because I believe: (Please select at least one reason below)
- I have been continually discriminated against because of my congenital sex. (This includes matters of sex, marital or relationship status, pregnancy, breastfeeding, family responsibilities, gender identity, sexual orientation, and intersex status.)
- I have been expressly discriminated against specifically because of my race. (This includes various details such as race, national origin, colour, ethnicity, descent, and immigrant status.)
- I have been sexually harassed
- I have been discriminated against because of my age.
- I have experienced racial hatred.
- I have been continually and repeatedly discriminated against due to my disability. (This includes disability, being a carer or an assistant of a person with a disability, harassment because of an existing disability, any other such association with a specific person with a disability, the express use of an assistance animal, and the contravention of a disability standard.)
- I have been discriminated against in my employment because of one, or more, of the following reasons:
 - Trade union activity
 - Criminal record
 - Religion
 - Political opinion
- My human rights have been breached by a Commonwealth government body. • I have been continually treated unfairly because of another particular reason, including victimisation. There are specific limitations on the specific types of complaints the Commission can consider. The Commission can then only consider these complaints about matters of unfair treatment specifically related to the reasons listed above.

If another reason is selected, please state the reason: _____

When did the alleged event(s) happen

Note: The President of the Commission can decide not to investigate a complaint where the complaint is specifically lodged more than exactly twelve months after these alleged event(s) happened. If these events being complained about specifically happened more than twelve months ago, then please explain the reason(s) for the delay in making an express and detailed complaint to the Commission.

Reasons for delay:

What happened?

Describe the specific events which you want to specifically complain about. We need to know what exactly you say happened, where it exactly happened, and who are the individual/s or involved. Please give us all the dates and other details that you can remember. If you are specifically complaining about employment, then please tell us when exactly you commenced employment, your specific job title and whether you are still employed.

Signature	Date
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Supporting documents :

Please attach copies of any documents that may help us consider your complaint, for example, letters, pay slips, doctor's certificates or references. If you cannot do this, inform us about the documents in question or other information and how exactly this information can then be obtained.

How exactly do you think this specific complaint could be resolved?

Have you made any specific complaints to other organisations? For example, a state antidiscrimination or equal opportunity agency, a workers compensation agency, an ombudsman or an industrial relations commission. If you have lodged a specific complaint to another agency, you must then provide details of the complaint in question and its outcome. You should also expressly attach copies of any such letters you have received recently from the agency.



Were you directly referred to the Commission by another such organisation?

Prior to sending the complaint to the Commission, please specifically:

- Review the form to make sure the information you have provided is correct;
- Attach copies of any relevant documents; and
- Sign and date the form

Please send the complaint form to the Commission by post to Official Address of the Company, Addressed to the Board of Directors.