Dear Charlie,

Please find below a notification that has been received by Curtin’s Integrity and Standards Unit (ISU).

NOTE: We have copied this complaint to relevant stakeholders for information and action where required.

You should determine your course of action within five working days of receipt of this notification.

After initially reviewing the complaint and the details therein, there are three courses of action available to you:

1. Click here to **ACCEPT** this complaint.

   Upon accepting this complaint, the system will automatically generate separate emails to:
   - the complainant to acknowledge your receipt of the matter and inform the complainant that you will commence your enquiries within ten working days (unless the complainant is anonymous); and
   - yourself to confirm your acceptance of the complaint and provide you with a link to the complaint handling checklist when you are ready to close the complaint.

2. Click here to **DECLINE** this matter

   if you have an actual, perceived or potential conflict of interest. Refer to the Conflict of Interest Procedures for further information.

3. Click here to **DECLINE** this matter

   if you are not the most appropriate decision maker.

All emails relating to this complaint should be sent to ISU-CaseManagement@curtin.edu.au and must include the Complaint Id in the subject line.

As the assigned Line Manager, there are a number of important steps that should be followed in resolving any complaint. Please refer to the Complaint Notification Information which you may find helpful.

Kind Regards,

Integrity and Standards Unit
Curtin University
Tel: +61 8 9266 9184
Building 180 - Room 430
Email: ISU-CaseManagement@curtin.edu.au
Web: http://complaints.curtin.edu.au

Complaint Details

Complaint ID: 20180359
Date Added: 25/10/2018
Complaint Type: Complaint
Complaint Status: New Complaint