

WEST GULF MARITIME ASSOCIATION Complaint Form

FOR WGMA USE ONLY

(Instructions: Complete form and send original to WGMA for action and recording in personnel folders.)

Port _____ No. _____ Company _____ No. _____
 Referred Thru ILA Local _____ Time Sheet Number _____
 Vessel _____ Date of Incident _____
 Walking Foreman _____ Time of Incident _____
 Gang Foreman or CIC _____ Location of Incident _____

List the individual the complaint is against (if an entire gang, list only the Gang Foreman and attach a copy of the Time Sheet).

<u>WORKER NAME</u>	<u>SS # or WORK #</u>	<u>JOB CODE/DESC.</u>														
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Type of Incident – Check All that Apply

<u>Incident</u>	<u>WGMA Use Only</u>	<u>Incident</u>	<u>WGMA Use Only</u>
_____ 1.1 Late Show	_____	_____ 2.7 Insubordination	_____
_____ 1.2 Loafing	_____	_____ 2.8 Stoppage of Work	_____
_____ 1.3 Failure to Follow Procedure	_____	_____ 3.1 Damage- Intentional Misconduct	_____
_____ 1.4 PPE Violation	_____	_____ 4.1 Damage/Injury While Operating	_____
_____ 1.5 Personal Electronic Device	_____	_____ 5.1 Clerk/Checking Errors	_____
_____ 2.1 Incompetence	_____	_____ 6.1 Battery	_____
_____ 2.2 Carelessness	_____	_____ 6.2 Display of Weapon	_____
_____ 2.3 No Show-Unexcused	_____	_____ 6.3 Pilferage	_____
_____ 2.4 Leaving Job-Unapproved	_____	_____ 6.4 Possession/Use of Narcotics	_____
_____ 2.5 Failure to Work	_____	_____ 6.5 Intoxication/Possession of Alcohol	_____
_____ 2.6 Safety Violation- Flagrant	_____	_____ 6.6 Fraud	_____
_____ 7.0 Other	_____		

Describe incident and provide additional details and contract rules violated (when necessary).

Supervision's Action: Per Guidelines Other (see below)

 Superintendent's Signature

 Signature of Company Official Submitting Complaint

 Title