Instructions for accessing eComplaint Form

- Navigate to <u>www.workplacerelations.ie</u>
- Click on 'e-Complaint Form' at the top of the page.
- On the Complaint page, click on 'Workplace Relations Complaint Form', highlighted below:

Refer a Dispute/Make a Complaint		Complaints in relation to contraventions of, and disputes as to entitlements under employment, equality and equal status legislation may be presented/referred to
Appeals	~	the Director General of the Workplace Relations Commission.
Mediation		
Conciliation		Please read the following additional notes before continuing with your application.
Adjudication	~	
Inspections	~	Please note further to the Supreme Court judgment Zalewski [2021] IESC 24 the WRC can no longer
Enforcement of Decisions or Determinations		guarantee hearings will be in private or that decisions will be anonymised.
		The complaint should be presented and/or dispute referred using the <u>Workplace Relations Complaint</u> Form. Please click on <u>Resolving Download Issues</u> if you have any difficulty accessing the form.

• When the page loads, it will appear with a 'Please Wait....' message. From here, you need to download the form. To do so, hold down 'Ctrl' and press 'S'.

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	Please wait If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document. You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download. For more assistance with Adobe Reader visit http://www.adobe.com/go/acrreader. Widows is either a registered trademakt or it undemakt of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of apple fine_registered in the United States and other countries. Linux is the registered trademark of Linux Torvalds in the US, and other countries.					

• This will save the file to your 'Downloads' folder.



- Navigate to your downloads folder, find the downloaded file, right click on the file, and select 'Open with → Adobe Reader'.
- If you don't have Adobe Reader, please download it from the link below:

Adobe - Adobe Acrobat Reader DC Download | Free PDF viewer for Windows, Mac OS, Android

• This is free software.

NOTE:

• When accessing the downloaded form, please ensure you select 'Open with' (shown below) by right-clicking on the file. Opening the file normally might mean that it gets loaded into the browser.

	Open with Adobe Acrobat Reader Open]
1	Print Edit with Notepad++ Share		
	Open with	>	Adobe Acrobat Reader
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	Send to	>	Choose another app
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	Delete		
	Rename		
	Properties		

• When the complaint form opens in Adobe Reader, it may prompt you to 'Enable All Features'. Click on this button as show below.



• The form will now open in Adobe, allowing you to complete it.



Workplace Relations Complaint Form

The WRC is an independent body and is not in a position to give legal advice. The information contained in the complaint form is not to be treated as advice for either party. Do not rely on information contained in the form in place of advice. It is recommended that you read the form in its entirety before completing the online form.

Guidance Notes for Completion of e-Complaint Form

When should you use this Form?