



GRIEVANCE PRO FORMA

Issue Date: 05.04.2019

NOTES

Where appropriate, it may be possible to resolve your concern informally with your manager. Please also note that informal resolution might still be achieved even following the raising of the grievance, which can be withdrawn at the employee's discretion.

Your details	Name: Today's date:
Please outline the main point(s) of your complaint or allegation.	
When did this first occur?	
What actions have you already taken to try to resolve your grievance informally?	



<p>Please ensure you summarise here all the main points of your grievance for consideration.</p> <p>Wherever possible you should include details of specific times, dates, comments, actions, etc.</p> <p>If there is more than one event, please set your details out in date order.</p>	
<p>Please write down the name of any witnesses (and their work locations, telephone numbers) who may have relevant evidence to give.</p>	
<p>What outcome are you looking for?</p>	