***Do not use this form for Dignity and Respect at Work concerns - please refer to the Dignity and Respect at Work policy***

You should submit your grievance form to your line manager. However, if your grievance relates to your line manager or you feel it cannot be progressed by your line manager, then it should be submitted to your line manager’s manager.

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| **Employee Details** |
| **Name:****Position**:**Department**: | **Contact details:** |

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| **Representative/Workplace colleague(s) Details** |
| **Name:** **Position:****Department:** | **Contact details (preferred contact method)** |

**Grievance Details**

***Please explain your grievance giving full details as follows****:*

The date, time and location the incident(s) occurred:

Details of the grievance (Name, Department. Incident):

Names of any witnesses:

Whether the issue was a one-off or part of a chain of events (list the incidents as they occurred)

Which policies or procedures you feel have been breached:

Explain how you have been affected by the incident(s)

What steps have you taken to resolve the matter informally:

Explain why the informal stage did not manage to resolve your grievance:

Attach any relevant documentation you have to support your grievance:

Do you have a reasonable solution for how your grievance may be resolved?

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

(You can attach and submit additional paperwork with this form)

***Following the conclusion of the process, this form should be placed on the employee’s personal file along with any additional documents***