# **Grievance form**

Please refer to the Grievance Pprocedure before completing this form. This form should be submitted to your line manager or their manager if your line manager is the subject of your grievance.

| **Section 1: Personal details** | |
| --- | --- |
| **Name** |  |
| **Department** |  |
| **Job Title** |  |

| **Section 2: Outline of concern or complaint** | | | | | |
| --- | --- | --- | --- | --- | --- |
| If applicable, who is the subject/s of your complaint? | |  | | | |
| Have you previously raised a formal grievance regarding the same complaint? | | Yes/No | | | |
| Please set out details of your complaint and provide as much detail as possible **including dates, times and any witnesses**. You may attach additional pages if required.  Please consider that if your complaint relates to the conduct and/or behaviour of another person they will be given a copy of your grievance. | | | | | |
| Do you believe the complaint falls under the Dignity at Work and Study policy? | | | Yes/No | | |
|  | | | | | |
| When did the issue/incident causing your concern first take place?  If a series of events please provide details. | | | |  | |
| Please state what steps you have taken to resolve the matter informally, why the matter remains unresolved or why you believe informal resolution is not appropriate. | | | | | |
|  | | | | | |
| **Section 3: Witnesses** | | | | | |
| Please provide the names of any witnesses to incidents or concerns raised. Specify what aspects of your grievance they can comment on. | | | |  | |
|
| **Section 4: Desired resolution** | | | | | |
| Please state what remedy or resolution you are seeking:  Would you consider mediation to assist in resolving your grievance? | | | | | |
| **Section 6: Supporting documentation** | | | | | |
| List any supporting documents you are submitting with this grievance form: | | | | | |
| Document 1  Document 2  Document 3 ….. | | | | *(Title of document)* | |
| **Section 7: Declaration & Signature** | | | | | |
| I confirm that the information that I have provided is true and accurate and I understand that this submission will need to be shared with those named in the grievance.  **Signed: Date:** | | | | | |