

## NOTIFICATION OF GRIEVANCE FORM

**Strictly confidential**

Once received, the grievance will be addressed and dealt with under the Organisation's grievance policy and procedure.

Employees who raise concerns under the Grievance Policy procedure will not be subject to any detrimental or less favourable treatment as a result of doing so. Where the grievance is made with malicious intent, the employee will be subject to the Organisation's disciplinary procedure.

<p>Name of employee:</p> <p>Job title:</p>
<p>Name of manager to whom grievance is raised:</p> <p>Job title:</p>
<p>This grievance form is copied to:</p> <p>Job title:</p>

**Stage of grievance:** [insert stage, ie informal, grievance or appeal]

<b>Please provide the names and job titles of any person your disclosure relates to:</b>



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### Details of grievance

Please explain the nature of your grievance below, including as much detail as possible regarding dates, times, people involved, etc.

### If you have a preferred outcome to this matter, please outline this below:

Employee signature:

Date:

Reference No.: [insert reference No.]