|  |
| --- |
| You may find it helpful to complete this form if you wish to raise a formal grievance under the Grievance Policy and Procedure. Once you have completed the form, please email it to your manager. If your grievance is in relation to your manager, please email the form to another manager or HR. |
| **Employee Details** |
| **Full Name:** |       |
| **School/Service:** |       |
| **Manager:** |       |
| **Nature of Grievance** |
| *It is impossible to give a complete list of all of the issues that might give rise to a grievance, but some of the more common issues relate to: Bullying and Harassment, application, or interpretation, of terms and conditions of employment, Health & Safety, Relationships at work, New working practices and Organisational change.* |
| **Please provide the specific details of your grievance and attach any relevant documentary evidence; justification; dates and names of witnesses.**      |
| **Attempt at Informal Resolution** |
|       |
| **Proposed Solution** |
|       |
| **Agreement to Disclose Information** |
| Please note that in order to fully investigate your complaint, this form may be shared with any named persons or witnesses to give them a fair opportunity to respond.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |