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| **FORMAL GRIEVANCE - NOTIFICATION FORM**  |
| **Employee's name:** |   |
| **Employee's job title:** |   |
| **Employee's department:** |   |
| **Date:** |   |
| **Does your grievance relate to your line manager?** |  |
| **Summary of complaint:** |
| Please set out the details of your complaint (providing as much detail as possible, particularly dates, times, locations and the identities of those involved). You may attach additional sheets if required.    |
| **Individuals involved in the alleged incident/complaint:** |
| Please provide the names and contact details of any people involved in your complaint, including witnesses.    |
| **Outcome requested:** |
| Please set out how you would like to see your complaint dealt with, and why and how you believe that this will resolve the issue.    |
| **Declaration:** |
| I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that making any false, malicious or untrue allegations may result in disciplinary action being taken against me by the organisation. (In the most serious cases, making false, malicious or untrue allegations can be treated as gross misconduct.) |
| **Form completed by:** |   |
| **Signature:** |   |
| **For completion by the organisation:** |
| Date form received by the organisation: |   |
| Name of recipient and job role: |   |
| Signature: |  |