

CONFIDENTIAL

Formal Grievance Complaint Details Form

Name:	
Position:	
Department:	
Details of grievance complaint	
1. Who is your grievance related to and what is your working relationship with the individual (e.g. colleague)?	
2. When did the issue first arise (approx.)?	
3. Is this a one off incident or a series of issues?	
4. Have you attempted to address your grievance complaint informally? If so, please outline what action was taken and what was the outcome.	
5. Please outline the nature of your formal grievance. Where possible, please include as much detail as possible including a timeline of events, supplementary documentation, other parties / witnesses.	
6. Please outline what you are seeking as an outcome/resolution to your grievance.	
Your grievance will be considered and you will be invited to discuss the details further in due course.	
Signature of complainant:	
Date:	