

# Grievance Form



<b>Date grievance was reported</b>	
<b>Complainant's name</b>	
<b>Respondent's name</b>	
<b>Executive Office/Committee Member name</b>	
<b>Complainant's explanation of grievance</b>	
<b>Respondent's explanation of grievance</b>	

**STEP 1 comments**

Steps taken to seek resolution

Is it a genuine grievance?

**STEP 2 comments**

**STEP 3 comments**

**Outcome**

**Endorsed by Committee**

17<sup>th</sup> February, 2020

*This form can be updated as required*