**Grievance**

|  |
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| Your Name: |
| Job title: |
| Work address / Department: |
| Work phone number and e-mail: |

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| I would like to raise a formal grievance about the following matters |
| *Set out your problem or concern in this section of your grievance. Describe what has happened. Try and include; dates of events (even if approximate; e.g. ‘on or around mid-March), the people involved and their job roles. It is a good idea to put dates in order, and focus on the following rules for outlining your information in a structured way;*  *When did it happen: Date of incident (meeting/conversation/email etc),*  *Who was there: You (and name of any other person(s))*  *What happened: Describe what was said / what happened.* |
| *What have you done already to try to deal with this problem or concern?*  *Employers will usually want to know if you have done anything to raise things informally. Put this information here.* |
| *Did any of this happen as a result of your protected characteristic (see our information on this separately)? Remember to include what evidence you have for saying this and why you feel you have not been treated properly.* |