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| --- |
| **INSERT YOUR LOGO HERE** |

**LODGEMENT OF A GRIEVANCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Stage of Grievance | 1 | 2 |

|  |  |  |
| --- | --- | --- |
| Employee Name | Manager’s Name | |
| Position | Manager’s Position | |
| Employee Number |  | |
| Company / Department / Office | Date | |
| DATE OF GRIEVANCE | | |
| NATURE OF GRIEVANCE (use additional sheets if necessary) | | |
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| SETTLEMENT DESIRED | | |
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|  | | |
|  | | |
| SIGNED BY EMPLOYEE | | DATE |
| RECEIVED BY (Print Name) | | |
| SIGNATURE | | DATE |
| DESIGNATION | | |
| DO YOU REQUIRE AN INTERPRETER? YES 🞏 NO 🞏 | | |
| NAME OF APPOINTED REPRESENTATIVE: | | |