|  |
| --- |
| **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: |