

## **FORMAL GRIEVANCE FORM**

The completed form should be sent to the appropriate manager, as per the relevant stage in the Grievance Procedure. It is recommended that advice is sought from HR Services or a Trade Union Representative before completing this form.

Name of staff member raising the grievance:	
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School/Service:	
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Telephone number:	
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### **Details of Grievance**

My grievance is against:

My grievance is made for the following reasons (please use the box below):

### **Prior Informal/Formal Resolution/Mediation (if appropriate)**

I have taken the following steps to resolve this issue prior to submitting this formal grievance (please use the box below):

### **Outcome sought**

I seek the following outcome (s) to my grievance (please use the box below):

Signed:

Date: