

NOTICE OF A GRIEVANCE/DISPUTE

1. Prior to the formal procedure being invoked, informal discussions should always take place (unless the issue is too serious) between the employee(s) and their immediate manager, or more senior manager if appropriate. A trade union representative may accompany the employee. If this is the case an HR representative may also be present.
2. This form may be completed by an employee or staff representative, at any stage of the procedure to register that a grievance or dispute exists.
3. It should be handed to the Manager described in the appropriate stage of the procedure.
4. A copy of this Notice should be retained by the employee.

Please detail below:

Employee(s) Name(s): Job Title:.....

Department: Base:.....

Manager (Name): Job Title:

Employee(s) Representative, if applicable (Name):

Trade Union/Association, if applicable:

Nature of Grievance/Dispute

Please detail the Nature of your Grievance/Dispute below. Please list the main points of disagreement. If necessary, please continue on a separate sheet and attach it to this form.

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Manager Signature **Date Received**