

## **REPORTING A CONCERN OR GRIEVANCE**

### **When should this form be used?**

- This form should be used whenever an employee wishes to report a problem or concern at work.
- It is not compulsory to use this form, although it may be helpful to guide employees through the important information that needs to be included.
- Please use a continuation form if necessary.
- If you have problems completing this form, please contact your Trade Union representative (if applicable).
- When completed, the form should be photocopied. You should keep a copy yourself, and submit the original form to the person you are lodging your concern with. In the case of a Grievance, this should be your Grievance Officer or the Headteacher.
- You may also like to pass a copy to your companion, if you have chosen to have one.

Name:

Job title:

Department / Unit:

Location:

Date completing form:

Please provide a brief description of the events that took place, including the people involved and the dates, as far as possible.

How did the events described above make you feel?

What actions have you taken to resolve the problem so far?

What outcome are you seeking?

Are there any other people who are involved in this problem? Please provide their names, job titles and the way in which they are involved.