**Guidance Document 2**

**Formal Grievance Form**

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| Please use this form to help you write down any a work-related concern that you are seeking to resolve. | |
| **Personal Details** | |
| **Name:** | **Email/contact number:** |
| **Job Title:** | **School/Directorate** |
| **Employee No:** | **Line manager:** |
| **Your Grievance**  **Please explain your grievance, being as specific as possible.**  **Please be aware that if your concern relates to the conduct of another person that they will be given a copy of this form.** | |
| **When did the issue causing you, concern first happen?**  **If more than one event, please provide dates.** | |
| **If the issue occurred more than 3 months ago what are the reasons for not raising it earlier.** | |
| **Who is your complaint about?**  **What is their relationship to you e.g. colleague, Line Manager?** | |
| **Please describe your grievance detailing the key issues** | |
| **Were there any witnesses to the incident/issue?**  **If yes please provide names** | |
| **What have you done to resolve your concern?**  **If you have not tried to resolve this informally your manager may discuss this as an alternative to proceeding with your formal grievance** | |
| **If you have tried to resolve informally what was the outcome?**  **Why are you not happy with this outcome?** | |
| **If you have not tried to resolve informally why not?** | |
| **Proposed resolution**  **Please think carefully about the outcome you are looking for, i.e. what would resolve your concern? If you do not provide this, it is unlikely that we will be able to progress with your grievance.** | |
| **Please describe briefly how your grievance could be resolved.** | |
| **Additional Information/**  **documentation**  Please list and attach | |