**Staff Grievance Procedure – Request for Resolution Form**

Please submit this form to your line manager, or other senior manager if your line manager is the subject of your grievance.

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| **Your personal details and subject of your concern** | |
| **Your name** | Click or tap here to enter text. |
| **Your department** | Click or tap here to enter text. |
| **Your job title** | Click or tap here to enter text. |
| **Outline of the concern or complaint** | |
| **Who is the subject(s) of your request for resolution?** | Click or tap here to enter text. |
| **Is this your line manager?** | **Yes  No** |
| **Have you raised this concern under a formal procedure before? Yes  No** | |
| **If yes, what was the outcome, and did you appeal the outcome?**  Click or tap here to enter text. | |
| **Do the issues raised here relate to matters already being considered under another policy or procedure? Yes  No** | |
| **If yes, what is the policy/procedure?**  Click or tap here to enter text. | |
| **Does your present complaint relate to events within the last 3 months? Yes  No** | |
| **Further detail of the concern or complaint** | |
| *Give further details in the space below. Include the facts of the case, with reference (where possible) to dates, times and places. Include brief evidence to support your grievance. Keep your information succinct as this lends clarity to the matters to be addressed (max two sides of A4). If your grievance is investigated, further relevant information may be sought as part of the investigation.* | |
| Click or tap here to enter text. | |
| **Witnesses** | |
| *State the names of any witnesses to incidents or concerns. Specify what aspects of your grievance they can comment on.* | |
| **Informal resolution** | |
| *Please state what steps you have taken to resolve your grievance informally, why the concern remains unresolved or why you believe informal resolution is not appropriate.*  Click or tap here to enter text. | |
| **Resolution (Required)** | |
| *Please state what remedy or resolution you are seeking*  Click or tap here to enter text.  *Would you consider using mediation to resolve your concerns?*  Click or tap here to enter text. | |
| **Declaration**: I confirm the above statements are true to the best of my knowledge, belief and information and I understand that this submission will need to be shared with those named in this grievance.  (Attachment of this form to an email from you will constitute signatory authorisation)  SIGNED DATE | |