



GRIEVANCE FORM TEMPLATE

Name (non-anonymous grievance)	
E-mail (non-anonymous grievance)	
Phone number (non-anonymous grievance)	
Date, time, and place of event leading to grievance	
Detailed account of occurrence (including names of employees or contractors involved, if any and if possible)	
People who also witnessed event and could provide additional information	
Description of ways in which the Company can investigate what happened and obtain possible evidence of occurrence	
Proposed solution to grievance	
Signature (optional– if claimant information is included)	
Received by	
Date and time received	



I here by consent to the procesing of the personal data that I have provided and declare my agreement with the data protection regulations in the data privacy statement atached.