**Grievance**

|  |
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| Your Name: |
| Job title: |
| Work address / Department: |
| Work phone number and e-mail: |

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| I would like to raise a formal grievance about the following matters of discrimination |
| *Set out your problem or concern in this section of your grievance. Describe what has happened. Try and include; dates of events (even if approximate; e.g. ‘on or around mid-March), the people involved and their job roles. It is a good idea to put dates in order, and focus on the following rules for outlining your information in a structured way;*  *I believe this happened as a result of a protected characteristic of …….*  *I am including evidence that I have experienced discrimination / not been treated properly……*  ***When did it happen:*** *Date of incident (meeting/conversation/email etc),*  ***Who was there:*** *You (and name of any other person(s))*  ***What happened:*** *Describe what was said / what happened.* |
| *What have you done already to try to deal with this problem or concern?*  *Employers will usually want to know if you have done anything to raise things informally. Put this information here.* |