**GRIEVANCE TRACKING FORM**

**Employee name: . ……………………………..…… Post: ……………………….…**

**Directorate: . …………………………….. Base: ………………………....**

**Representative: ………………………………..…….**

**Collective/Individual\* Grievance (\*Delete as appropriate)**

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| --- | --- | --- | --- | --- |
| **STAGE** | **Date****Complaint****Raised at** **Each stage** | **Date** **Complaint****Discussed/Heard** | **Date** **Response/****Decision given** | **CommentsSummarise the subject of the** **Grievance. Record any time extensions and the outcome/response of any****meetings**  |
| **Informal** **Stage 1** |   |   |   |   |
| **Formal** **Stage 2** |   |   |   |   |
| **Formal****Stage 3** |  |   |   |   |