**GRIEVANCE TRACKING FORM**

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

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

**Representative: ………………………………..…….**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STAGE** | **Date**  **Complaint**  **Raised at**  **Each stage** | **Date**  **Complaint**  **Discussed/Heard** | **Date**  **Response/**  **Decision given** | **Comments Summarise 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** |  |  |  |  |