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| **CGDT GR 01: FORMAL GRIEVANCE** |
| Name of Employee: |  |
| Job Title of Employee: |  |
| Name of Line-manager: |  |
| Job Title/ Role of line-manager: |  |
| Date Grievance Procedure Commenced: |  |
| Details of grievance: |
| Details of Grievance Meeting: | Date letter sent: |
| Date of meeting: |
| Time: |
| Location: |
| Chair: |
| Minute-taker: |
| Accompanying person: |
| Findings made from investigation and actions to be taken: |
| Reasons for actions: |
| **CGDT DI 02: DISCIPLINARY RECORD** (**contd**) |
| Appeal | YESNO |
| Details of Appeal Meeting: | Date letter sent: |
| Date of meeting: |
| Time: |
| Location: |
| Chair: |
| Minute-taker: |
| Accompanying person: |
| Outcome of appeal: |
| Subsequent Developments: |
| Are the minutes of any formal meetings attached? Record the number of pages. |
| Has the employee been given copies of all documents relating to this process? |
| Signature of Employee: | Signature of Line-manager: | Signature of CGDT chair: |
| Date: | Date: | Date: |