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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 | YES  NO | | | | | |
| 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: |