**Grievance Procedure – Appendix 1**

**EMPLOYEE’S NOTIFICATION OF GRIEVANCE**

This form should be used to submit a grievance in accordance with the formal grievance procedure, adopted by the HfL MAT and all academies within the Trust.

You and, where appropriate your professional association/trade union representative, should complete the form and hand it to your headteacher, the person against whom the grievance is being brought and the Chair of the Academy Governing Board. In the case of central office staff, the form should be handed to the CEO. You are advised to keep a copy.

1.

Name: Place of Work:

Post held: Department:

2. Describe briefly:

a) The nature of your grievance (this should include a full description of the nature of your complaint including any relevant facts, dates and names of individuals involved).

b) On what date did you first raise your grievance, and with whom?

c) What action has been taken on your grievance at the informal stage?

d) What outcomes are you seeking? (Please detail actions you would like taken to resolve the situation, e.g. an apology

e) Whether you will be interested in exploring a resolution through mediation

3. Has your professional association/trade union representative been informed? YES/NO

If YES: (a) Do you wish the representative to receive correspondence?

YES/NO

(b) Please identify the representative and where he/she may be contacted

Signed: ………………………………………………. Date: ……………………………………..