

## **Checklist re grievance**

### Guidance for Workplace Representative

It is important to ensure that the grievance covers every fact and issue which the member might wish to include in any later Employment Tribunal claim. Please go through this check list to make sure that nothing is missed. Ensure that everything the member raises is covered in the grievance letter, unless the member insists that they do not want this to happen (in which case keep a clear record of the member's instructions, preferably signed by the member).

It is suggested that you either draft the grievance letter at the same time as going through this form and get the member to sign both, or at least make notes get the member to sign the form to prove that you have noted any issues of concern.

Please take care to ensure that the member fully understands what you are asking. If you have any doubts about the questions please ask your officer. Please do not leave any questions out, even if you think they might embarrass the member.

If the notes of the member's comments take more than one sheet please get all sheets signed by the member and note the number of sheets used. It will usually be necessary to use more than one sheet. If your notes are sufficiently clear, a copy of them could be attached to the Step 1 grievance letter, as long as the letter clearly refers to them so as to incorporate them.

If the complaint is about discrimination or certain other actions then the time for submitting an Employment Tribunal claim may already be running, so you should inform your Full Time Officer of the need to submit an Employment Tribunal application form to the union for the member. Submitting the grievance or having an appeal does not stop that time limit from running.

Questions for the member:

1. Have you been subject to any detrimental treatment because of, or connected to any of the following:

- Your race
- Your sex/gender
- Your sexual orientation
- Your religion
- Any disability you may have
- Your marital status
- Your family/dependant commitments
- Your working hours
- Your attempt to assert any legal rights, e.g. trade union activities, health and safety

If the answer to any of the above is 'yes' please give full details and ensure they are contained in your grievance letter.

2. Does the employer owe you any money? If so, in relation to what, and when was it due to be paid?

3. Did the employer fail to consult you/your union about any redundancy situation or business transfer?

4. Do you feel that the employer's behaviour is about to, or did, force you to resign? If so please clearly state what behaviour, what was the last straw, and when this occurred.

I..... hereby confirm that my trade union representative has asked me all of the above questions, and my replies are shown on the attached sheet(s)

NOTE OF MEMBER'S GRIEVANCE

I..... hereby confirm that my trade union representative has asked me all of the questions on the Questions for Member sheet, and my replies are shown above.

Signed.....