



Risk Management Security Services

Employee Grievance Form

Please complete the following form, answering all the questions if you wish to raise a formal grievance against the company or a particular individual. Further details about the grievance procedure can be found in your employee handbook.

About You

Please provide us with the following information which we will need when processing your request.

Last Name:

First Name:

PIN:

Site No:

About your Grievance

Please detail below what your grievance is about, who is involved and why you feel you have been unfairly treated. Please provide as much detail as possible when providing your answer so we are able to fully investigate any claims made.

Informal Discussions

Prior to raising a formal grievance we do encourage people to discuss their issues, concerns and problems in a more informal manner with the people involved. It is only once this has failed that a formal grievance should be raised. Therefore in the section below please detail if you have tried to discuss this informally and what the nature of these discussions was. If you have not had any informal discussions please detail why you were unable to.

I have discussed this issue informally with the people involved (detail below)?

Yes / No

Resolution

Please provide details below of how you feel that this matter could be resolved in a constructive manner and to the satisfaction of all parties involved. Please note that your proposed solution may not be the one taken if complaints are found to be valid but will be taken into consideration.

Declaration

I confirm that I wish to raise a formal grievance against either the company or a particular individual. I also confirm that should my grievance be found not to be genuine or persons have been falsely accused that this may result in disciplinary action or a counter grievance.

Print Name:

Signature:

Date:

Returning the Form

Human Resources
Risk Management Security Services
The Old Courthouse
Hughenden Road,
High Wycombe
Bucks
HP13 5DT

Or you can email a **scanned and signed** copy it to hr@riskmanagementsecurity.co.uk

Internal Use Only

This section is for internal use only and should **not** be completed by the individual raising the grievance.

Grievance to be investigated by:

Grievance meeting Date:

Grievance meeting to be held by: