

GRIEVANCE HEARING CHECKLIST

Employee Name:	
Date of Meeting:	
Time of Meeting:	
Attached Documents:	

1. Introduce self as Chairperson of the meeting, and any others present. Give full names and job titles.
2. Confirm that this is a Grievance Hearing held under the company's Grievance Procedures at the FORMAL STAGE.
3. Explain to the employee the process to be followed, ie: <ul style="list-style-type: none">• The employee will go through their grievance in detail.• All parties will have an opportunity to ask questions.• Following this, the meeting will be adjourned and the Chairperson will decide on the most appropriate action – this will be confirmed to the employee in writing within 5 working days.
4. Ask the employee if they have any questions about the process to be followed at this stage.
5. If the employee is accompanied, check that they are either a work colleague or a full-time trade union representative who is certified as having received training in acting as a worker's companion at such meetings.
6. Ask the employee to go through their grievance.
7. Ask the employee what they feel the resolution would be to their grievance.