

Notes of Grievance Hearing

Employee Name: <input type="text"/>		Department: <input type="text"/>	
Date: <input type="text"/>	Start Time: <input type="text"/>	Finish Time: <input type="text"/>	Venue: <input type="text"/>
Chair: <input type="text"/>		HR Representative: <input type="text"/>	
Other Manager(s): <input type="text"/>		Employee Accompanied by: <input type="text"/>	
		Colleague <input type="checkbox"/>	TU Rep <input type="checkbox"/>
		Declined <input type="checkbox"/>	

Introduction

The chair person introduced those present and confirmed that this was a grievance hearing being held in accordance with the company's Grievance Procedures at the formal stage. The chair person confirmed the employee's right to be accompanied and confirmed that the procedure would be as follows:

1. The employee will go through their grievance in detail.
2. Questions may be asked throughout the hearing by all parties.
3. The employee will have the opportunity to make any final comments for consideration.
4. The hearing will be adjourned and the chairperson will decide on the most appropriate action.
5. The outcome will be confirmed to the employee in writing within 10 working days.

Grievance