

Template for writing a grievance

1. State in the letter that “This is a formal grievance submitted under Ordinance 3.12 Grievance for Academics and Staff Level 4+.” Ensure that you date your letter and include details of the incident and the date that it occurred.
2. Provide an explanation of the incident(s) dates and evidence. Include reference to any informal steps that have been taken to try and resolve the issue and why they were unsuccessful.
 - a. Include as appendices:
 - i. Policy(s) that is breached – reference it and which section
 - ii. Your contract of employment
 - iii. Any relevant legislation
 - iv. Evidence – emails, letters, etc
 - b. How you have been made to feel (particularly important in cases of bullying/harassment)
 - c. Seek witness statement(s) or consent for any witness(es) to attend the hearing
 - d. Make employer aware of any future evidence expected, ie Data Protection Act requests
3. State what desired outcome you are seeking
 - a. Do not ask for an individual to be disciplined
 - b. Be reasonable and proportionate
4. Include a date by which you expect to receive a response – Ordinance 3.12, s28 states you should receive a response from the Stage 1 manager acknowledging receipt of the grievance within five working days along with an anticipated timescale for the investigation to take place.
5. Attach appendices

Please remember:

- Try and keep the grievance succinct and focused.
- It should not be too long.
- Try to be factual and not too emotive.