## Formal Written Grievance (or Appeal) Form

*PWI encourages all members of the organization to feel supported to raise issues of concern without fear of reprisal.*

*No-one shall be subjected to adverse treatment for participating in any part of a grievance or dispute resolution process.*

*This form should be used to submit a formal written grievance for PWI to act upon.*

* *Prior to submitting a formal written grievance, parties should undertake informal dispute resolution steps as outlined in the PWI grievance policy.*
* *If the Executive Director is the object of the grievance, the grievance form should be submitted to the PWI Ombudsperson for referral to the PWI Board for action.*

*The party submitting the grievance has the right to:*

* *Expect a response and invitation to a meeting without unreasonable delay, usually within 5 business days of PWI receipt of the written grievance.*
* *Bring a support person to the meeting.*
* *Appeal the organization’s decision.*

*Please complete this form and submit it confidentially to the Executive Director or the PWI Ombudsperson.*

*Contact the PWI office for the most current direct contact details.*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other parties involved/object of the grievance

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of filing grievance or appeal \_\_\_\_\_\_\_\_\_\_\_

Date of incident:

Description of the grievance:

*Provide the specific circumstance(s) which constitute the grievance including the parties involved, dates, times, witnesses etc as applicable. Please stick to factual information and avoid inflammatory or hurtful language.*

Steps taken to address the issue:

*Please detail any actions or steps already taken to address the issue.*

Requested action to resolve the matter:

*Please describe the actions that would resolve the matter to your satisfaction.*

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**OFFICE USE**

Date grievance received:

Investigative action taken:

Grievance meeting arranged: Completed:

Dispute resolution decision and/or corrective actions:

Date decision reported back to party of the grievance.