Example grievance form

|  |  |
| --- | --- |
| Volunteer name | Date form submitted |
|  |  |
| Volunteer contact (email/phone) |
|  |
| Details of grievance and lead up to | |
| Date, time, location of event | Witness (if applicable) |
|  |  |
| Account of event | Violations |
| Provide a detailed account of the occurrence.  Include the name(s) of any additional persons involved. | Provide a list of any policies, procedures or guidelines you believe have been violated in the event described. |
|  |  |
| Proposed solution | |
|  | |

Please keep a copy of this form for your own records. As the grievant, please sign below to indicate that the information you have included on this form is an accurate and truthful account.

|  |  |
| --- | --- |
| Signatures |  |
| Volunteer signature | Date |
|  |  |
| Received by: (Print name and signature) | Date |
|  |  |