



GRIEVANCE FORM

STEP ONE – LINE MANAGER

To be completed by Complainant:

Attention

Date

Name of complainant

Position

Department

Line Manager's name

Nature of grievance

Date grievance reported to

Line Manager

Outcome desired

Complainant signature

Date



Human Resources Policy & Procedure Forms

Grievance Form

Bottle Buhle Brands (Pty) Ltd

To be completed by Line Manager:

Date received by Line Manager

Proposed outcome

Line Manager signature

Date

Complainant to sign relevant option:

Accepted by Complainant

Not accepted by Complainant

If resolved, both parties to sign below. If not resolved, Complainant to take further action if required.

Complainant signature

Date

Line manager signature

Date



STEP TWO – HIGHER LEVEL MANAGEMENT

Date of meeting

Time

Place

Result of grievance

Accepted by Complainant

Not accepted by Complainant

Signed:

<hr/>	<hr/>
Complainant signature	Date
<hr/>	<hr/>
Witness signature	Date
<hr/>	<hr/>
Chairperson signature	Date



STEP THREE – TOP MANAGEMENT

Date of meeting

Time

Place

Result of grievance

Accepted by Complainant

Not accepted by Complainant

Signed:

Complainant Signature

Date

Witness Signature

Date

Chairperson Signature

Date