**EMPLOYEE GRIEVANCE PROCEDURE for COMPANY NAME/LOGO**

**INTRODUCTION**

*Provide a brief explanation of the purpose of this procedure, 2-3 sentences*

**GRIEVANCE REPORTING**

*What an employee should do if she/he would like to report grievance? Who should they contact first and how should they attempt to resolve the issue before escalating to management?*

**INFORMAL REPORTING**

*What should an employee do if the issue was not resolved?   
What could be done in writing?  
What will happen next?*

**FORMAL REPORTING**

*What is the next step in grievance reporting?   
What could be done in person?  
What will happen next?*

**APPEALS**

*What an employee should do if they are not satisfied with the outcome?   
How can they appeal the decision?  
What is the latest day they can appeal?***CONFIDENTIALITY**

*What methods are used to ensure employees confidentiality when resolving grievances?*