**Appendix 3 – Grievance Submission Form**

## Grievance Form

Name: ………………………………………….. Post: …………………………………………………

Service: ……………………………………….. Location: …………………..................................

**The contents of this form and any related documents may be shared with employees who a grievance is raised against, to provide them with the opportunity to respond.**

You should submit this form to your Head of Service, who will delegate your grievance to be dealt with by the most appropriate manager. Please also email a copy of the grievance form to [HR@highland.gov.uk](mailto:HR@highland.gov.uk)

Where a grievance relates to **bullying & harassment,** this form should be submitted to a Nominated Bullying & Harassment Senior Officer and copied to HR.

If you wish, you can submit the form through your trade union or other representative.

Please set out the key details of your grievance below and continue on the reverse of this form (if printed) if necessary. Supporting relevant documentation can be submitted, within reason.

Remember to provide your resolution sought and to sign and date the form.

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**Nature of grievance:**

**Resolution sought:**

Date: ………………………… Signature: ……………………………………………….

**Receipt of this form must be acknowledged.**