

## Grievance Investigation Report

**Investigation into a grievance raised by:** [insert employee's name]

**Date:** [insert date grievance was received]

**Report by:** [insert manager name completing investigation]

### **1. Introduction and Background**

Provide information here as to the nature of the grievance and who the grievance is against.

### **2. Methodology**

Provide details of all involved in the investigation including witnesses and how you conducted your investigation.

### **3. Findings**

This section of the report should go through each concern in turn and outline whether you have found evidence to support, and what the evidence is.

### **4. Conclusions**

Summary of your conclusions against each of the allegations. It may be that the grievance is:

- Upheld in full
- Upheld in part
- Not upheld

### **5. Recommendations**

Recommendations made should take into account whether or not the grievance was upheld as well as the complainants' views on how they would like the grievance resolved.

Things to consider: Mediation / Training needs

It may not always be possible to resolve the grievance in the way that they have requested (for example, because it contravenes a policy, procedure or employment law. In this instance you should clearly state why the complainants' resolution is not appropriate and should like any other alternative actions that can be taken,

Signature:

Print Name:

Date: