**APPENDIX A**

**FORM FOR REGISTERING A FORMAL GRIEVANCE**

***To be completed in accordance with Section 4 of the RVC’s Grievance Procedure***

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| **Name:** | **Job Title:** |
| **Department and Campus:** | |
| **Briefly describe the nature of your grievance (include: where the incident(s) happened; date(s); time; names of any witnesses; the effect or impact this has had on you. Attach copies of any relevant documents). *Continue on separate sheet if necessary.*** | |
| ***(If appropriate, where your grievance relates to another person/s)***  **Name(s) of Person(s) against whom you are aggrieved with:** | |
| ***(If applicable)* Is this person: a RVC employee / a student / a third party (i.e. client/supplier or visitor to the RVC)?** | |
| **Have you read the RVC Grievance Procedure Yes/No** | |
| **Have you tried to deal with your grievance informally? Yes/No**  **If yes, how did you do this and what was the outcome?**  **If no, why not?** | |
| **Have you considered RVC Mediation? Yes/No**  **If yes, what was the outcome?** | |
| **What outcome are you seeking by raising a formal grievance?** | |