



## EMPLOYEE GRIEVANCE APPLICATION AND RESPONSE

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please answer the questions below as completely as possible and refer to the employee grievance policy. If necessary, attach additional pages. Please deliver the completed form to VP, Talent Management.

1. Have you discussed your concerns with your immediate supervisor? If so, what was the outcome?
  
2. Describe the situation about which you are expressing concern. Be specific and provide factual details.
  
3. List and describe the steps (if any) you have taken to resolve the situation described above. Please specify with whom you communicated and when (include specific dates if possible), and the outcome or results.
  
4. If there is additional information you'd like to share related to this concern, please specify:
  
5. Please describe the outcome you are seeking:

By signing below, I acknowledge that this statement accurately represents the nature of my complaint, any previous resolution efforts and desired outcome.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Talent Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date