

EMPLOYEE FAIR TREATMENT FORM



Employee lodging grievance	
Name	Contact Number
Position	Client Site
Person/s identified concerning this grievance	
Name	Position
Name	Position
Name	Position
Please provide details of your grievance	
(If further space required, please attach pages to this form)	
Provide details of the resolution/outcome you seek	
Grievance report lodged with (retain copy of this document for your reference)	
Name	Date Lodged
Position	
Employee Signature and Declaration	
I understand that in lodging this form with Emprevo management, I am lodging an Employee grievance. I acknowledge that the contents of this form, and any attached documentation are a true and factual representation of the grievance.	
Name	
Signature	Date Declared

To be completed by Emprevo representative with whom the grievance was lodged

Name of Emprevo Representative

Position

Date report received

Date of initial discussion with Employee

Please ensure all discussion in relation to the grievance is documented and kept confidential.

Initial discussions with Employee must include:

- The Employee's desired outcome

- Options for resolution of the grievance and possible outcomes:
 - › Substantiated
 - › Not substantiated
 - › Vexatious (vexatious complaints may have disciplinary action)

- Ensure the Employee understands that for an investigation to be undertaken the respondent must be advised of the nature of the allegations and who made them.

- Advise the Employee that they must maintain confidentiality and only discuss the grievance with those involved in managing resolution of the grievance, their representative or support person.

- Advise the Employee that they have a right to be free from victimisation as a result of lodging the grievance and they may not victimise or treated detrimentally others involved with the grievance such as the respondent witnesses.

- Advise the right to have a support person during the resolution process.

Record details of agreed action to be taken to resolve the grievance

Employee Signature

Date

Emprevo Representative

Date