

**ROYAL MAIL GROUP INDIVIDUAL GRIEVANCE PROCEDURE
Stage 2 Grievance Form**

Please complete section 1 of the form and hand it to your second Line Manager. You should then complete Section 2 and send it to the ER Operations Team (at the Freepost address shown on the form).

Your Details	
Full Name:	Pay Number:
Office Address / Work Area	
Line Managers Name	
Section 1 Please provide full details of your grievance (Attach relevant documents or other evidence as appropriate).	
What practical steps would you like to see taken to resolve your grievance?	
Have you previously raised this matter with your line manager? Yes/No If so, please detail the outcome when you raised this grievance with your line manager and why that outcome is not satisfactory? (Attach relevant documents or other evidence as appropriate).	
Signed:	Date:

Product No & Title	Version No.	Date issued	Review Date	Owner	Location Stored
Stage 2 Grievance Form	3.0	26 Jan 2010	25 Jan 2011	Group IR Director	HR Help

Cont...

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Product No & Title	Version No.	Date issued	Review Date	Owner	Location Stored
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Cont...

Section 2 Please complete and send this form to: ER Operations Team, HR Services, FREEPOST, Coton House, Rugby, CV23 0AA.

Your Details	
Full Name	Pay Number
Office Address /Work Area	
Line Manager's Name	
<u>Section 2</u>	
Please tick the box, which most closely reflects the nature of your grievance.	
<input type="checkbox"/> Pay & Allowances / Recognition & Reward <input type="checkbox"/> Promotion Opportunities <input type="checkbox"/> Allocation of Duties <input type="checkbox"/> Manager's actions <input type="checkbox"/> Hours of attendance <input type="checkbox"/> Resourcing <input type="checkbox"/> Performance	<input type="checkbox"/> Family friendly policy <input type="checkbox"/> Bullying & harassment case handling <input type="checkbox"/> Other, please give brief details <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Date:	

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