

[Name] Grievance Hearing

Grievance Hearing Date/Time

.....

Location of Hearing

.....

Name of Disciplinary Officer

.....

Name of Minute Taker

.....

Name of the Employee

.....

Name of the Employee's representative/companion

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Remind the companion that they are permitted to present the case for the employee, to summarise and to confer with the employee, but they are not allowed to answer questions on the employee's behalf.

If there is no companion, confirm that the employee is happy to continue without.

Confirm that the employee received the invitation letter, together with any documents to be referred to, in advance of the disciplinary hearing.

Tell the employee what you understand the grievance to be.

**Questions:-**

This document is a template only. A grievance hearing should only take place after the employee has been properly invite and given the right to be accompanied. Please contact us to check your compliance.

*The purpose of the grievance hearing is to establish:*

*Who, What, When, Where, How, Why*

*For each point of the grievance you should ask:*

- *When did this happen?*
- *Who witnessed it?*
- *Where were you stood?*
- *Where was [name] stood?*
- *How loud were you talking?*
- *How loud was [name] talking?*

AND SO ON.....

Do you have anything further to add?

Does the companion want to make any comments on the employee's behalf?

I will need to carry out some further investigations and in due course, depending on what suits better, you will either be invited to a hearing to listen to my outcome or I will provide a written outcome to you.

Explain any measures you are putting in place, even if temporary.

Grievance Hearing ended at (time)

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Each page of the minutes checked and signed

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