

GRIEVANCE PROCEDURE AND GRIEVANCE FORM

Grievance Procedure

1. Talk to or write to the person(s) you have a complaint about.
2. Be specific about your complaint:
 - a) State the person's name(s);
 - b) State the place(s) where the event occurred;
 - c) State the date and time of the event(s);
 - d) Give a brief description of what occurred.
3. If you get no satisfaction, contact the Office and complete the Grievance Form below with the information above.
4. The Office will contact the people grieved against. Depending on the number of complaints and/or the severity of the grievance, what can happen then varies:
 - a) A meeting may be arranged between the parties;
 - b) The Co-ordinator may send a letter about the complaint and may also have the person(s) come to the Office to discuss the matter;
 - c) The person(s) may be called before the Board of Directors;
 - d) Both parties may be called before the Board of Directors.

See the Grievance Form on the next page if you need to use one. Please use this form, or pick another one up in the Office.

**Ashworth Square Cooperative
Grievance Form**

1. This grievance is against:

Name(s): _____

Unit(s): _____ Date(s) of incident(s): _____

2. What happened?

3. Have you tried to solve this problem by talking to the person? yes no

If you have not, please tell why not:

If you have tried to work out the issue, tell what you did (be specific, and include dates, if possible):

4. What policy or bylaw does this grievance fall under?

Your name: _____ Your unit: _____

Date: _____

Received by: _____ Date: _____

Action taken: _____
