APPENDIX 5

NHS Greater Glasgow & Clyde GG/2

Grievance Notification Progression Form

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| Please send completed form to: |

Section A: Employee details

This form should be completed by the employee/trade union representative when appealing against the outcome of a Stage 1 Grievance Hearing. The employee should send the completed form to the manager identified in the outcome letter and also send a copy to the Directorate/CH(C)P Head of People and Change.

|  |  |
| --- | --- |
| Name | Grade/Band |
| Job Title | Contact Number |
| Department | Line Manager |
| Payroll Number |  |
| Name of Trade Union Representative | Contact Number |
| Trade union or Professional Organisation |  |
| Present at Previous Hearing: | Date of Previous Hearing: |

Section B; Reasons for the Appeal (please attach additional pages if required)

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| Please indicate what you would consider a satisfactory outcome: |

This form must be signed by the employee or trade union representative submitting the appeal.

|  |  |  |
| --- | --- | --- |
| Employee |  | Date |
| TU/Professional Organisation |  |  |