**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| NAMEADDRESS1ADDRESS2ADDRESS3POST CODE | Date: DATERef No: Direct Line: NumberEmail:Contact: NAME |

Dear ,

## Dignity at Work: Complaint did not meet Definition

I refer to your Dignity at Work Complaint Notification dated . Your complaint is in relation to [Insert Name And Job Title Of Respondent] and has been submitted under the NHS Greater Glasgow and Clyde Dignity at Work Policy**,** which has already been provided to you.

Following exploration and discussion with you, I must advise that your complaint does not meet the definition as described within the aforementioned policy therefore there is no requirement to appoint a joint investigation panel (JIP).

**[Include as applicable:]**

However,you may wish to refer to the procedure for dealing with disrespectful behaviour within the Dignity and Work Policy.

**Or**

However, I do believe that there are issues which need to be addressed with the wider team and it is my intention to .

**Or**

However, I believe that the team would benefit from training in .

If you disagree with this decision then you may wish to access the NHS Greater Glasgow and Clyde Grievance Policy and Procedure.

In the meantime, if you have any queries please do not hesitate to contact me on .

Yours sincerely,