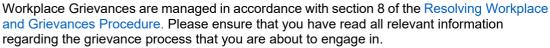
## **Workplace Grievance Form**

The University takes concerns regarding staff conduct seriously. If you have concerns about the conduct of a staff member you can lodge a workplace grievance with Human Resource Services (HRS) by filling in this form and sending it to workplacegrievance@newcastle.edu.au





| 1. Contact details   |  |
|--|--|
| Are you a:   |  |
| Do you want to report this grievance anonymously?  Anonymous grievances will only be investigated at the discretion of the University and will otherwise be treated as feedback. You will not be provided with any response or communication from the University.  Do not fill in your contact details below if you wish to remain anonymous |  |
| Name:  |  |
| Telephone:  Email:   |  |
| 2. Overview of your Grievance  |  |
| What is your grievance about?  |  |
| When did this issue first occur?   |  |
| At which campus did the issue or concern occur?  |  |
| Please select which college or division (including its staff) your issue or concern relates to:  |  |
| What are the details of your issue or concern?   |  |
| Insert detail here:  |  |



| Have you attempted to resolve the issue or concern locally/informally?   |
|--|
| If yes, what actions did you take?   |
|  |
|  |
| With whom did you raise the issue or concern?  |
| With Whom did you raise the issue of concern:  |
|  |
|  |
| 3. Others involved   |
| Is anyone else involved in the issue or concern?   |
| If yes, who are they?  |
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|  |
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|  |
| What is their relationship to you?   |
|  |
|  |
| 4. Resolution  |
| Is there a specific resolution you are seeking to the issue or concern?  |
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| 5. Supporting documentation  |
| Please list all supporting documentation that you can provide for assessment, and attach copies before you submit. |
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