

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

Workplace Grievances are managed in accordance with section 8 of the [Resolving Workplace and Grievances Procedure](#). Please ensure that you have read all relevant information regarding the grievance process that you are about to engage in.



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?

3. Others involved

Is anyone else involved in the issue or concern?

If yes, who are they?

What is their relationship to you?

4. Resolution

Is there a specific resolution you are seeking to the issue or concern?

5. Supporting documentation

Please list all supporting documentation that you can provide for assessment, and attach copies before you submit.