

GRIEVANCE HEARING RECORD

Date of Hearing			
Colleague Name		Job Title	
Colleague's Hotel / Work Location		Region / Function	
Grievance Hearing Manager Name		Job Title	
Notes Completed by		Job Title	
Companion / Trade Union Representative		Job Title	
Hearing Location		Total Pages	
Start Time		End Time	
Adjournment Times and Details			

Reason for Grievance Hearing (list grievance points):

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initial	Notes
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I understand that you raised concerns on (DATE). I have summarised your main points of concern as (INSERT). We will go through each point in turn in this meeting. If there are any points you feel I haven't covered or anything else you would like to raise you will have the opportunity to add this at the end.

I have been appointed as the Investigating Manager. Today will be an opportunity to discuss your concerns in more detail and for you to present any information or evidence you want me to consider. I will then conduct any wider investigation as needed and then confirm an outcome to you in writing. At the end of this meeting I will set out a timeframe for this and when I will aim to get my outcome back to you by.

(INSERT NAME) is also here to take notes of the hearing. A copy of the notes will be shared with you after the hearing. Please note, these will not be word for word but will capture what is discussed. If you feel any amendments are needed you will have the opportunity to share these.

Can you please confirm you received the invite letter ahead of the hearing?

Do you understand you had the right to be accompanied?

Have you chosen to be accompanied?

If yes, please can you confirm by who?

If a Trade Union representative, please can they provide their ID now.

Do you have any questions before we begin?



initial	Closing Script	
	<p>I can summarise the points you have raised as:</p> <p>I will now conduct the wider investigation and get back to you with an outcome by (DATE). If for any reason this needs to be extended I will let you know.</p>	