

UNISON Liverpool John Moores University Branch
c/o: Andy Beech
Lower Ground Floor
Aquinas Building
Mount Pleasant Campus
Maryland Street
0151 231 3566



Statutory Grievance Procedure

Step 1 Grievance Letter

- Refer to checklist for grievance **before** writing this letter
- Keep proof of sending it

Date

Dear (employer)

I am writing to advise you that I would like to raise a grievance.

The grievance is on the ground(s) of (specify grounds, eg sex/race/disability/religious/sexual orientation discrimination, unlawful deduction of wages, detriment on union grounds etc)

The details of my grievance are as follows : (insert full relevant facts and everything of concern)

I am entitled to a meeting to discuss this matter.

I wish to be represented by my trade union representative at this meeting. Please ensure that the meeting is set for a time at which both my representative and I are available to attend.

Signed..... (member)

