

GRIEVANCE – APPEAL MEETING NOTES

PRIVATE & CONFIDENTIAL

MEETING FORMAT	
Employee	(Job Title)
Employee's Witness	(Job Title)
Manager	(Job Title)
Manager's Witness	(Job Title)
Date of Meeting	
Time	
Venue	
Grounds of Appeal	
Date/ Timeframe	

MINUTES OF MEETING

The following represents the answers of **[insert name of employee]** to the questions put by **[insert name of manager]** when discussing the grounds of appeal dated **[insert date of appeal letter]**.

Do you have any comments relating to the witness statements; information generated by the investigation process and/or minutes of your grievance meeting?

Employee's comments

Specific Questions

Question 1:

Employee's comments

Question 2:

Employee's comments

Question 3:

Employee's comments

Question 4:

Employee's comments

Question 5:

Employee's comments

Question 6:

Employee's comments

Question 7:

Employee's comments

Question 8:

Do you have any further comments or points you wish to bring to my attention in relation to our discussion?

Employee's comments

ADJOURNMENT OF MEETING	
Same day Time adjourned: Time re-convened:	Different day Date: Time:
Reason for adjournment (longer than one hour)	Reason for adjournment (longer than one day)