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| **When to use**  This form is to be used only for the lodgement of a formal grievance under the provisions of the [Staff Grievance Procedure](http://policy.federation.edu.au/human_resources/employment_conditions/staff_grievance/ch02.php).  A formal grievance will only be investigated under the Formal Procedure when all efforts by the aggrieved staff member to resolve the grievance through the Initial Procedure and (if necessary) the Local Procedure have been exhausted: refer the Staff Grievance Procedure.  Staff members are urged to read the Staff Grievance Procedure carefully before completing and lodging this form. | **Where to send** Completed formal grievance lodgement forms are to be sent to the following address, in a sealed envelope marked: PRIVATE AND CONFIDENTIAL  Director, People and Culture  Federation University Australia  MT HELEN CAMPUS |
| **Please note**  The contents of this form (which describes the formal grievance, the steps taken to date to resolve the grievance, and the desired outcome) will be distributed to the other party or parties to the grievance.  **Personal information** provided at the beginning of this form (excluding your name) is for administration purposes only and will be kept confidential. | |

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| **Staff member’s details** | | | | |
| Surname | Click or tap here to enter text | | First name | Click or tap here to enter text |
| Address | Click or tap here to enter text | | | |
| Contact number(s) | | (work) Click or tap here to enter text | (mobile) Click or tap here to enter text | |
| Email | | Click or tap here to enter text | | |

| **Describe your grievance** (including the other party or parties to the grievance) |
| --- |
| *attach extra pages if necessary*  Click or tap here to enter text |

| **What steps have you taken under the Staff Grievance Procedure to resolve the grievance?** |
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| *attach extra pages if necessary*  Click or tap here to enter text |

| **What is your desired outcome? What do you believe would settle the grievance?** | | | |
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| *attach extra pages if necessary*  Click or tap here to enter text. | | | |
| **Staff member’s signature** |  | **Date** | enter date |

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| **Office use only** | | | |
| Date received | date received | By Director, People and Culture | Click or tap here to enter text |