

<b>Grievance Form- Stage One</b>
<p><b>Before requesting a formal grievance you should consider whether mediation could help resolve your issues (see Part 2 below)</b></p> <p><b>Part 1: Your details</b></p> <p>Full Name: .....</p> <p>Post/Department: .....</p> <p>Work address:.....</p> <p>PF number: .....</p>
<p><b>Part 2: Nature of your grievance</b></p> <p>State briefly the nature of your grievance. Provide specific details (e.g. dates times witnesses). You may submit any relevant additional material with this form.</p>
<p><b>Part 3: Informal resolution</b></p> <p>State briefly what you have done to resolve the matter at an informal level, and why this has not resolved it to your satisfaction.</p>
<p><b>Part 4: Mediation</b></p> <p>The Advisory, Conciliation and Arbitration Service (ACAS) strongly advises staff and their employers to undergo mediation to try and resolve their issues. Mediation has proven to be the most effective means of tackling workplace disputes. The FCO has Dispute Resolution Caseworkers, professionally trained in mediation skills for this purpose. Please state here whether you have tried mediation and it hasn't worked <b>or</b> why you do not wish to take part in mediation. Full details about mediation can be found on the Dispute Resolution Procedure site of FCONet</p>
<p><b>Part 5: Resolution sought</b></p> <p>State briefly the outcome you are seeking.</p>
<p><b>Part 5: To be completed only where the Grievance is submitted out of time (later than 28 days)</b></p> <p>State briefly the reasons why this grievance is submitted out of time.</p>
<p>I confirm to the best of my knowledge the information I have given is true. I accept that if it is later found out that any information I provided was given in bad faith or known to me to be false that I could be subject to the FCO's Misconduct Procedure.</p> <p>Sign ..... Date .....</p> <p><b>Once completed, send your formal grievance to [REDACTED]</b></p>