

## **Grievance form**

## Full name

Note you can remain anonymous if you prefer or request not to disclose your identity to the third parties without your consent. For Union to be able to handle your complaint according to our grievance procedure, the complaint should be evidence based. Remaining anonymous or refusing to give me names of people who can corroborate their story may make it difficult for Union Hand Roasted to start a formal investigation procedure. To affect change complainants should trust Union Hand Roasted with sharing information without feeling retaliated against.

First Name:	
Last Name:	
I wish to raise my grievance anonymously:	Yes/No
I request not to disclose my identity without my consent to third party if involved:	Yes/No
Contact information  Please provide us with information on how you would like to be contacted and your contact details. Fill in at least phone post address.	e-number, e-mail o
Country:	
I would like to be contacted by:	
<ul> <li>□ Telephone</li> <li>□ E-mail</li> <li>□ Post (if located in a country outside the UK, response time might vary)</li> </ul>	
Phone Number:	
E-mail:	
Post address:	
Name:	
Street and Number:	
Postal or ZIP Code:	
Country:	
Preferred Language of communication:	
<ul> <li>English</li> <li>Spanish</li> <li>Portugese</li> <li>Other, please specify</li> </ul>	
Description of the grievance:	
Date of incident grievance :	
One-time grievance/incident: (Day/Month/Year):	

<ul><li>☐ Happened more than once (How many times):</li><li>☐ Ongoing (currently experiencing problem):</li></ul>
What happened?
Where did it happened?
Who did it happen to?
Who else was involved?
What is the result of the incident?
Have you addressed this grievance to those directly involved?
What would you like to see happen to get the problem solved?
Signature:
Date:
Please return this form to
Voice@unionroasted.com
Reference Number <sup>1</sup>
Reference number will be provided by Union Hand Roasted Coffee when grievance is received and

acknowledge.