

**GRIEVANCE REPORT**

**Step 1**

FROM: \_\_\_\_\_, Complainant

TO: \_\_\_\_\_, Supervisor

SUBJECT: \_\_\_\_\_

DATE: \_\_\_\_\_

Description and date of happening:

\_\_\_\_\_  
Signature

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Grievance Response

**Step 2**

Date Forwarded: \_\_\_\_\_

Response to Grievance:

\_\_\_\_\_  
Signature of Supervisor