

GRIEVANCE INVESTIGATION

- The following documents should be an integral part of your background preparation and must be included with this package.
- The information you provide is not limited to the examples listed and can include any documents, resources, etc. that you have at your disposal.

Documents must be clear and legible

- Notices of interview and subsequent narrative reports;
- Previous discipline and respective documentation;
- Statements from witnesses, supervisory employees or other individuals;
- Information book notices, excerpts from CPC manuals, bulletins, etc;
- Your written statements/notes and accounts of the incidents;
- Copies of attendance calendars, tac cards, time cards, LAVIS reports;
- Staffing records, term contracts, annual leave lists, attendance books;
- Equal opportunity, sign-up sheets, work/shifts schedules, shop floor rules;
- Minutes of staff meetings, consultations.

Further Information

Summary of previous discipline: most recent first

Date	Issue	Action
Ex: Jan 14, 2007	Abusive language	Letter of reprimand
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- **Complete your response while the incident is still fresh in your mind and the information and documents are in your possession.**

