

# Pre-Grievance Statement

In order to assist the union in investigating your complaint, please fill out this form with as many details of the event as possible, including names, times, witnesses, and any other pertinent information that you feel would help in the investigation. Also include your interpretation of the Company violation and an acceptable remedy. Attach an additional page to this form if needed. This form will remain with the union for future reference. Please present this completed form to your steward and they will contact you with progress of the complaint or need for additional information.

Details of incident \_\_\_\_\_

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Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_ Date \_\_\_\_\_

Steward Investigating \_\_\_\_\_

Steward Notes on back of this form