



ONE WORLD | ONE MARKET

# CONSUMERS GRIEVANCE REDRESSAL REGISTRATION

## GRIEVANT INFORMATION

<b>GRIEVANT NAME</b>	
<b>HOME ADDRESS</b>	
<b>DEPARTMENT</b>	
<b>CLASSIFICATION</b>	
<b>DATE OF HIRE</b>	
<b>DATE OF CLASSIFICATION</b>	
<b>WORK LOCATION</b>	

## DETAILS OF EVENT LEADING TO GRIEVANCE

<b>WHO WAS INVOLVED?</b> Provide Names and Titles; Include Witnesses	
<b>WHEN DID IT OCCUR?</b> Date and Time	
<b>WHERE DID IT OCCUR?</b> Specific Locations	
<b>WHAT HAPPENED?</b> Describe the event in detail. Also describe any incidents giving rise to the grievance.	
<b>WHY IS THIS A GRIEVANCE?</b> List all policies, procedures, and guidelines violated in the event described.	
<b>WHAT ADJUSTMENT IS REQUIRED?</b> Describe what must be done to correct the situation / problem.	
<b>ADDITIONAL COMMENTS</b> Attach sheets, if needed	