


# Grievance Process Guide

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## Steps:

1. Informal Discussion (if appropriate)
2. Submit Formal Grievance in Writing
3. Acknowledge and Log Within 48 Hours
4. Appoint a Neutral Party to Investigate
5. Meet and Discuss Findings
6. Issue Decision in Writing (within 7–10 days)
7. Appeals Process (if applicable)

 Include a grievance form template if desired, with employee name, date, summary, and resolution.