

Annex J

## Grievance Log Template

## Grievance Log

PART 1 Contact and Details
<b>Complaint number</b>
Number: Date: Recorded by:
<b>Complainant details</b>
Name: Telephone number: Address: Preferred method of contact:
PART 2 Description of grievance(s)
Describe the grievance below.
PART 3 Proposed action(s)
Describe the proposed response.
<b>Signatures</b>
Recorder: Claimant: Date:

<p><b>PART 4</b> <b>Resolution</b></p>
<p>Describe the steps taken to resolve the grievance and the outcome.</p>
<p><b>Signatures</b></p>
<p>Complainant: Project representative: Date:</p>