

SPRINGVALE LEARNING AND ACTIVITIES CENTRE INC.

Formal Grievance Form

Full financial and life members of Springvale Learning and Activities Centre Inc. have the right to initiate a grievance procedure as per SLAC Rules 25-29.

A member must not initiate a grievance procedure in relation to a matter that is subject to a disciplinary procedure until the disciplinary procedure has been completed.

This form applies to SLAC members who, having exhausted the possibility of the informal complaint resolution process, wish to escalate the matter and lodge a formal grievance.

The members willing to lodge a formal grievance must complete this form, sign member's declaration and forward the completed form and declaration to the Secretary.

PERSONAL DETAILS

Full Name: _____

E-mail address: _____

Contact phone no: _____

TYPE OF GRIEVANCE

Please, select one that applies.

Dispute with another member

Dispute with the Committee

Dispute with the Organisation

GRIEVANCE

Describe your grievance (include specific details, attach additional sheets if needed):

--

Have you tried to resolve this issue informally?

YES.

Please, provide details of the process below.

--

NO.

Describe the reasons for not attempting to resolve informally.

--

What is your proposed resolution to settle this grievance?

--

MEMBER'S DECLARATION

I, _____ (full name) declare that:

- I am a full financial member of Springvale Learning and Activities Centre Inc. at the time of lodging this grievance form;
- the information provided by me is true and correct.
- I support the purposes of Springvale Learning and Activities Centre Inc.
- I understand and agree to comply with the Springvale Learning and Activities Centre Inc. Rules.
- I will not make improper use of information acquired by virtue of being a member to gain an advantage for myself or any other person, or cause detriment to Springvale Learning and Activities Centre Inc.
- I will not engage in oppressive conduct, i.e. unfairly prejudicial or discriminatory against any member of the Committee of Management or the organisation; or contrary to the interests of the Centre as a whole.

MEMBER'S

SIGNATURE _____ **DATE** _____

Submit the completed Form and Declaration marked 'Confidential' to the attention of the Secretary by:

**Post: Springvale Learning and Activities Centre Inc.
PO BOX 277
Springvale VIC 3171**

OR

E-mail: committee@springvalelac.org.au

OR

Fax: 9547 9503

OR

Hand it in at reception during working hours.