

QUESTIONS TO ASK MANAGEMENT ON GRIEVANCES

RELATED TO DISCIPLINE
(Warnings, Suspensions, Terminations)
Supplement to Union Fact Sheet

- 1) What is the grievor's previous record?
- (a) Any suspensions? Yes _____ No _____
If yes, when? _____
For what? _____
- (b) Written warnings? Yes _____ No _____
If yes, when? _____
For what? _____
- (c) Verbal warnings? Yes _____ No _____
When? _____
For what? _____

- 2) Was the grievor provoked? Yes _____ No _____
If yes, by whom? _____
If yes, give circumstances _____

- 3) Was the offence premeditated? Yes _____ No _____
Give reasons for above answer: _____

- 4) Did the grievor break a company policy? Yes _____ No _____
If yes, which one? _____
If yes, was grievor made aware of policy by management?
Yes _____ No _____

Where is policy and procedure manual kept in grievor's department of work?

Does the grievor have access to manual? Yes _____ No _____

Has the grievor ever been told to read manual?

Yes _____ No _____

Is policy uniformly applied to all employees?

Yes _____ No _____

If no, give example of application that differs:

5) Did grievor misunderstand policy or procedure?

Yes _____ No _____

6) Any other information relevant to this case:

Job Steward Name

Job Steward Signature

Date