

EXAMPLE: GRIEVANCE LETTER
(RELATING TO AN ISSUE OF DISCRIMINATION)

[EMPLOYER'S NAME]

[COMPANY ADDRESS & POSTCODE]

[DATE]

Dear [Name of Employer, Line Manager or HR manager],

I write to inform you that I wish to raise a formal grievance relating to discrimination I have experienced in the workplace.

[PROVIDE A BRIEF SUMMARY OF THE FACTS]

I have been working for [NAME OF EMPLOYER] for 4 years as a packer on the production line. From the point at which Jane Doe became my shift manager [DATE], I have been experiencing poor treatment compared to my colleagues. I believe this is because of racial discrimination.

I am constantly taken off the production line to mop up the food prep area, empty the bins around the warehouse, and carry out general clean up duties. Jane Doe singles me out to do these tasks whenever I am on shift. I have not seen her ask any of my white colleagues to do the same.

Also, whenever there is over-time available, I never get asked if I can do it, but my white colleagues do. I am the only Black employee working this shift pattern so believe this to be detrimental treatment based on my ethnicity.

[GIVE DETAILS OF HOW THIS HAS IMPACTED YOU]

This less favourable treatment is not only affecting my mental health, but also my opportunities to earn extra over-time which is paid at time and a half. I believe I am being victimised by my shift manager and this is beginning to rub off on my colleagues who have started to distance themselves from me. They have stopped including me in conversations on the line and, also during breaks.

[EXPLAIN WHAT ACTION YOU WOULD LIKE YOUR EMPLOYER TO TAKE TO REMEDY THE SITUATION. IF YOU ARE UNSURE YOU SHOULD SAY THAT YOU WOULD LIKE TO DISCUSS FINDING A SOLUTION WITH THEM]

I think that if I could be moved to work under a different shift manager this issue could be resolved. If that is not possible, I would like to discuss alternative solutions with you.

Please could you let me know when I can meet you to discuss my grievance. I am aware from my staff handbook that I am entitled to be accompanied at a grievance hearing and would like to bring [NAME].

Yours sincerely,

[NAME]