|  |
| --- |
| **Suggestion / Grievance number: \_\_\_\_/202\_**  |
| **Submitted by:**  |
| **First name**  | **Last name**  | **Job title**  | **Date**  | **Signature**  |
|  |  |  |  |  |
| **CATEGORIES**  | **Description (please be as specific as possible):**  |
| **Infrastructure** |  |
|  **Personal Relations** |  |
| **Contractual Rights** |  |
| **Human Rights** |  |
| **Labour Rights** |  |
| **Customary Rights** |  |
| **For administrative use only:**  |
| **Received by:**  |
| **First name**  | **Last name**  | **Job title**  |
|  |  |  |
| **Date**  | **Signature**  |
| **Suggestion / Grievance received**  |

**Suggestion / Grievance Application.**

 **Use the table below to help to analyze a suggestion / grievance.**

|  |  |
| --- | --- |
| **Suggestion / Grievance****Category**  | **Questions to answer** |
| **Do I know the potential root cause?** | **Is the potential solution feasible?** | **Do I have the leverage?** | **What is the cost of the correction? The cost of the remediation?** |
| **Do I need more information? Who should I contact to get it?** | **By when?** | **Who can help me?** | **Is it affordable?****What are the alternatives?** |
| **Infrastructure related**  |  |  |  |  |
| **Personal matter**  |  |  |  |  |
| **Contract related**  |  |  |  |  |
| **Human and labour rights**  |  |  |  |  |
| **Customary rights**  |  |  |  |  |