



## Grievance Reporting Form - Responsible Sourcing

<b>Grievant Name (Not mandatory)</b>	<b>Date</b>
<b>Grievant Phone (Not mandatory)</b>	<b>Grievant Email (Not mandatory)</b>
<b>Grievant email id (Not mandatory)</b>	<b>Workplace Mailing Address (Not mandatory)</b>
<b>Received By</b>	<b>Date Received</b>

Check if you decided not to present this grievance to your immediate supervisor because (check one):
1. Discrimination or Retaliation by Immediate Supervisor
2. Grieving disciplinary action issued by someone other than Immediate Supervisor

<b>Description Of Grievance</b>
<b>Date, Time, And Location of Event</b>
<b>Description of the Incident/Evidence or use attachments documents if necessary</b>
<b>Provide a detailed account of the incident that led to the grievance. Include specifics about what happened, who was involved, any witnesses, and any evidence available.</b>
<b>Violations of supply chain policy of HPPL (use attachments if necessary)</b>



<b>Provide a list of policies, procedures, or guidelines you believe have been violated in the event described.</b>

<b>Resolution Sought use attachments if necessary</b>

<b>Additional Comments</b>

<b>Confidentiality and Privacy</b>

**By submitting this grievance report, I confirm that the information provided is accurate and complete to the best of my knowledge.**

<b>Signatures</b>
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<b>Grievant Name</b>	<b>Date</b>	<b>Grievant Signature</b>



Receiver Name	Date	Receiver Signature

Submission Process	
Completed forms should be submitted to	In the case of bypassing immediate supervisor, Please submit completed form to

#### Procedures

Provide detailed steps of the grievance process, including submission, review, and timeline for expected outcomes.

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