

**Canadian Office and Professional Employees Union**

109 – 2709 12th Avenue, Regina, Saskatchewan, S4T 1J3

Phone: (306) 352-4240 ⦁ Fax: (306) 347-2720

E-Mail: [cope397@cope397.ca](mailto:cope397@cope397.ca) ⦁ Website: [www.cope397.ca](http://www.cope397.ca)

## UNION FACT SHEET

**Private & Confidential / Property of COPE Local 397**

***Management should never be given access to fact sheets or your records of meetings with them.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**WHO is involved in the issue?**

**GRIEVOR:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | |
| **Phone #’s:** | | Work: | Home: | | Cell: |
| **E-Mail:** | Work: | | | Home: | |
| **Department:** | |  | | | |
| **Job/Classification:** | |  | | | |

**SUPERVISOR/MANAGER involved:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Department:** |  |
| **Title:** |  |

**WITNESS or other persons involved:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | |
| **Phone #’s:** | | Work: | Home: | | Cell: |
| **E-Mail:** | Work: | | | Home: | |
| **Department:** | |  | | | |
| **Job/Classification:** | |  | | | |

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| **Name:** | |  | | | |
| **Phone #’s:** | | Work: | Home: | | Cell: |
| **E-Mail:** | Work: | | | Home: | |
| **Department:** | |  | | | |
| **Job/Classification:** | |  | | | |

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| --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | |
| **Phone #’s:** | | Work: | Home: | | Cell: |
| **E-Mail:** | Work: | | | Home: | |
| **Department:** | |  | | | |
| **Job/Classification:** | |  | | | |

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| **WHEN did the issue occur?** *(Date and time and if applicable include a diagram)* |
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| **WHAT happened? What is the issue about?**  *Use additional pages, if required* |
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| **WHERE did the issue occur?** *(exact location – department)* |
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| **WHY is this an issue?** *(violation of contract, policy, etc.)* |
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| **EMPLOYER COMMENTS:** |
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**ADDITIONAL INFORMATION**

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| **Information given by witnesses**: *(print the name of each witness followed by a summary of what each saw and heard; get a signed statement if necessary) (use additional pages, as required)* |
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| **Steward Name:** |  | **Signature** |
|  |  |  |
|  |  | **Date** |