

**Canadian Office and Professional Employees Union**

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## 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:** |  |

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

|  |  |
| --- | --- |
| **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** |