

INVESTIGATION FACT SHEET

(For union investigative purposes only. Keep in union's file. *DON'T* share with management.)

Worker's Name _____ Phone _____

Department _____ Job _____

WHO is involved? _____

WHO from management is involved? _____

WHO are the witnesses? _____

WHAT happened? (If there was an incident, include WHERE and WHEN it took place.)

WHAT else is important to this case? (Worker's record, other history of the problem, questions of "just cause", management's position, etc.?)

WHY, if so, is this a grievance? (contract violation, past practice, company rules, laws?)

HOW do we want the company to make it right? _____

Steward Name _____ Date _____