

[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]

GRIEVANCE PROCEDURE-
COMMUNICATIONS AT [FIRM NAME]

Procedure When You Are Concerned About
Conditions Affecting Your Job

If something about your job is bothering you or if you feel that you have been treated fairly or in accordance with Company policy, you should talk with your immediate supervisor or another supervisor about your concerns. If you still have questions after this discussion, you may discuss your concerns with the [Human Resources Manager]. The [Human Resources Manager/other] will listen to your concerns and will attempt to provide a response as soon as possible.

It may not always be possible to achieve the result you want, but if it is not, [firm name] will attempt in each case to explain why. No employee will be disciplined or otherwise penalized for raising a good faith concern.