



Dispute/Grievance/Complaint Form

The MCI Management Committee is committed to providing every opportunity for members to resolve any dispute or grievance.

All formal complaints must be in writing on this form.

NAME OF MEMBER REPORTING THE GRIEVANCE:
DETAILS OF PREFERRED MODE OF CONTACT:
DATE:

Grievances may be reported against one of:

1. An individual member of the Association, whether that person is a committee member or an ordinary member of the Association.
2. Multiple members of the Association, where the complaint relates to behaviour believed to have been coordinated between these members. (Separate complaints against multiple members where there is no evidence of coordinated behaviour between them should be reported as separate grievances against individuals.)
3. The Committee of the Association, where the complaint relates to a decision made by the Committee, or a failure of the Committee to follow the rules of the Association.
4. The Association itself, where the complaint relates to a rule or policy of the Association.

Please identify the person, persons, or entity with whom you are in dispute:

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Please provide a written, signed, and dated statement attached to this form and giving full details of your dispute/grievance/complaint. Your statement should include:

1. The nature of your complaint
2. The name/s of person/s involved
3. Dates and times of events
4. The name/s of any witnesses
5. Whether you tried to resolve the dispute with the person/persons involved
6. If the complaint includes any claims, allegations, or statements of belief relating to the motivations of the subject of the complaint, please include a thorough description of the evidence and reasoning behind your belief that the subject held these motivations. This is especially important if ill-will is being alleged.
7. The name of any person you have approached in relation to your dispute or grievance and date this took place.
8. The effect the dispute/grievance has had on you.
9. A desired outcome that would satisfactorily resolve the dispute for you.
10. Copies of any documents relating to your dispute/grievance (e.g. witness statements)

Please lodge the form with the MCI Management Committee and RETAIN a copy for your records. In the event that the subject of the reported grievance is an individual committee member, the form should be submitted to a committee member that is not involved in the dispute. The committee will acknowledge receipt of this form as quickly as is practicable.