

INVESTIGATION FACT SHEET

(FOR UNION INVESTIGATIVE PURPOSES ONLY. KEEP IN UNION'S FILE. DO NOT SHARE WITH MANAGEMENT.)

Worker's Name:

Contact Number:

Job Title:

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's Name:

Date: