

Steward Fact Sheet

Canada Employment and Immigration Union

Steward, grievor and witnesses:

1. Steward completing fact sheet:

Name: _____

Home phone: _____

Home mailing address:

Work phone: _____

Home e-mail: _____

Work e-mail: _____

2. Grievor:

Name: _____

Home phone: _____

Home mailing address:

Work phone: _____

Home e-mail: _____

Work e-mail: _____

3. Witnesses:

(1) Name: _____

Home phone: _____

Home mailing address:

Work phone: _____

Home e-mail: _____

Work e-mail: _____

Has a statement been provided?

Is it dated and signed?

Is the witness willing to testify?

(2) Name: _____

Home phone: _____

Home mailing address:

Work phone: _____

Home e-mail: _____

Work e-mail: _____

Has a statement been provided?

Is it dated and signed?

Is the witness willing to testify?

(3) Name: _____

Home phone: _____

Home mailing address:

Work phone: _____

Home e-mail: _____

Work e-mail: _____

Has a statement been provided?

Is it dated and signed?

Is the witness willing to testify?

Relevant facts:

1. Chronology of events:

(State what happened, who was involved as a participant or a witness, when the events took place and, if relevant, where the events took place)

2. List and attach copies of all relevant documents:

(letters, memos, e-mail correspondence, witness statements, adjudication decisions, employer policies)