



☐ Level 2

☐ Level 3

DIVISION USE ONLY / REFERENCE NO.

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## Grievance Transmittal Form

PLEASE NOTE:

The Canadian Nuclear Safety Commission (CNSC) has an Informal Conflict Management System (ICMS) in place. Its existence does not affect an employee's right to file a grievance. However, managers, employees and bargaining representatives are encouraged to use the ICMS when appropriate, at any stage of the grievance process, in an attempt to informally address workplace differences.

### Section A - To be completed by employee (not applicable for group grievances)

#### A.1 Employee Information

Surname	Given name(s)
Branch	Division
Work telephone No.	Work location

#### A.2 Employee Signature

Signature	Date

### Section B - To be completed by bargaining agent representative, where applicable

#### B.1 Representative Information

Surname	Given name(s)
Telephone No.	E-mail address

#### B.2 Approval for presentation of grievance relating to a collective agreement or an arbitral award, and agreement to represent employee are hereby given.

Signature	Date

**Section C - To be completed by immediate supervisor or employer representative****C.1 Information**

Surname	Given name(s)
Title	Division
Directorate	Telephone No.

**C.2 Signature**

Signature	Date transmittal received

