**Respect and Civility - Informal Resolution Meeting**

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| **Employee Name:** |  |
| **Job Title**: |  |
| **Care Group / Corporate Area:** |  |
| **Details of those in attendance at the meeting:** | Name:  Job Role: |
| Name:  Job Role: |
| Name:  Job Role: |
| Name:  Job Role: |
| **Nature of Workplace Issues, Conflict, Complaint or Behaviour(s):**  *(Detail the person who has raised the issues, conflict, complaint or suggesting inappropriate behaviour. Detail the workplace issue, conflict, complaint or suggested inappropriate behaviour as well as any other colleagues who are involved). There may be documentary evidence that the employee provides which should be attached as an appendix to the completed form and listed below.* |  |
| **Discuss and document the agreed resolution of the workplace issues, conflict, complaint or suggested inappropriate behaviour:** |  |
| **Agreed review date:** |  |
| **List any additional documents below which have been provided by the employee as evidence;** |  |

**Signature of Employee: Date:**

**Signature of Line Manager: Date:**