

Social Club Grievance Handling Steps

Date: [Insert Date]

To: [Insert Name or Committee]

From: [Insert Your Name]

Subject: Grievance Handling Steps

1. Acknowledgment of Grievance

Upon receiving a grievance, acknowledge receipt within [insert time frame] days.

2. Initial Review

Conduct an initial review of the grievance to determine its validity and seriousness.

3. Investigation

Investigate the grievance by gathering facts, interviewing involved parties, and reviewing relevant documentation.

4. Resolution Proposal

Prepare a proposal for resolution based on the findings of the investigation.

5. Communication of Outcome

Communicate the outcome to the person who raised the grievance within [insert time frame] days.

6. Follow-up

Conduct a follow-up to ensure the resolution has been implemented satisfactorily.

7. Record Keeping

Document all steps taken in the grievance handling process for future reference.

Thank you,

[Your Name]

[Your Position]

[Social Club Name]