HRHEAVEN QA SAMPLE EMPLOYER

Maya Thompson
Finance Assistant
Employer HR file

Date: 14 July 2026
Our Reference: RGC/881A32DF
Document Type: Checklist

Grievance Intake Checklist

1. GRIEVANCE INTAKE CHECKLIST FOR MAYA THOMPSON

Task: Review initial grievance intake meeting notes and accounts from Maya Thompson and relevant parties.

Owner: HR Manager or assigned grievance coordinator.

Priority: High

Due date: 10 April 2025

Evidence required: Notes from 14 March 2025 meeting, employee and manager statements, any related documentary evidence including grievance-record-synthetic-sample.txt (employer to verify content).

Status: In progress

Completion notes: Initial review completed 14 March 2025; further information requested. Trustee recommended collection of documentary evidence. Follow-up scheduled for 10 April 2025.

Attachments: Evidence log | Investigation action plan

CHECKLIST DETAILS

Employee
Maya Thompson

Role
Finance Assistant

Case type
Raise a Grievance

Reference
HRA-881A32DF

KEY DATES

Completed
14 July 2026

First review
14 March 2025

Continued

Grievance Intake Checklist

2. KEY ACTIONS AND REVIEWS

Task: Confirm that all key facts and accounts from the intake meeting are accurately documented and reflect the concerns raised by Maya Thompson, including issues about tone and supplier bias.

Owner: Reviewing Manager / HR

Priority: High

Due date: 10 April 2025

Evidence required: Review of intake summary and any witness statements or documentary evidence obtained since initial meeting.

Status: Pending

Completion notes: This task involves verifying completeness and accuracy prior to progression. Ensure that no assumptions about outcome are made at this stage.

Evidence Log

Evidence Item	Source	Date	Relevance	Reviewed By
grievance-record-synthet	Synthetic Sample Reviewer	14 July 2026	Synthetic fixture evidence for sample generation.	Synthetic Sample Reviewer

Follow-up Action Plan

Action	Owner	Due Date	Evidence Required	Status
Review the grievance intake record and confirm it reflects the agreed facts.	HR	14 March 2025	Completion note or supporting evidence	Open
Grievance Intake Follow-up is due on 10 April 2025.	HR	14 March 2025	Completion note or supporting evidence	Open
Record a clear owner and review point for the grievance intake outcome.	HR	14 March 2025	Completion note or supporting evidence	Open
Review the Raise a Grievance record for missing facts, evidence, follow-up ownership or review safeguards before completion.	HR	14 March 2025	Completion note or supporting evidence	Open
Review the completed documents for factual accuracy before issue or filing.	HR	14 March 2025	Completion note or supporting evidence	Open
File the final documents in the employee's personnel record.	HR	14 March 2025	Completion note or supporting evidence	Open

Attachments: Evidence log | Investigation action plan

Continued

Grievance Intake Checklist

3. EVIDENCE VERIFICATION AND ANALYSIS

Task: Review all uploaded evidence manually due to metadata-only status of 'grievance-record-synthetic-sample.txt'. Ensure evidence is readable and relevant before incorporation into grievance file.

Owner: HR / Document Control Specialist

Priority: Medium

Due date: 10 April 2025

Evidence required: All submitted files relating to the grievance, with focus on confirming completeness and legibility.

Status: Not started

Completion notes: Employer advised to confirm the content of evidence files to avoid reliance on unverified metadata.

Attachments: Evidence log | Investigation action plan

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Grievance Intake Checklist

4. NEXT REVIEW MEETING SCHEDULING AND PREPARATION

Task: Schedule and prepare for the next grievance review meeting on 10 April 2025 to discuss updates and next steps.

Owner: HR Coordinator

Priority: Medium

Due date: 10 April 2025

Evidence required: Agenda, updated grievance intake summary, and any new evidence or witness statements.

Status: Due

Completion notes: Ensure all parties are informed and documentation is circulated in advance for a constructive meeting.

5. SAFEGUARDS AND PROCEDURAL FAIRNESS

Task: Confirm all procedural safeguards are maintained, including neutrality, data protection, and fair treatment of employee and others involved.

Owner: HR Director or appointed grievance lead

Priority: High

Due date: Ongoing through grievance process

Evidence required: Documentation of procedural steps, communications, and any support offered to Maya Thompson.

Status: Ongoing

Completion notes: Employer to ensure impartiality and compliance throughout case progression, with no prejudgment of outcomes.

Attachments: Evidence log | Investigation action plan

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Grievance Intake Checklist

6. FINAL DOCUMENTATION AND FILE COMPLETION

Task: Upon resolution, compile and file all grievance documentation in Maya Thompson's personnel record for compliance and future reference.

Owner: HR Administrator

Priority: Low

Due date: Post final decision

Evidence required: Complete grievance file including meeting notes, evidence assessments, decisions, and communication.

Status: Pending

Completion notes: Verify completeness and factual accuracy before filing. Maintain confidentiality standards.

Attachments: Evidence log | Investigation action plan