

Maya Thompson
Finance Assistant
Employer HR file

Date: 14 July 2026
Our Reference: RGR/881A32DF
Document Type: HR record

Grievance Intake Record

1. BACKGROUND

On 14 March 2025, a grievance review meeting was held concerning Maya Thompson, a Finance Assistant at HRHeaven QA Sample Employer.

Maya raised concerns related to the tone of communications and alleged bias by a supplier in relation to her work.

Tomás, involved in the matter, disputed any bias and stated that his comments addressed process issues only.

A trustee was present during this meeting and advised that further documentary evidence should be collected to clarify the situation.

Attachments: Evidence log | Investigation action plan

 HR RECORD 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

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2. INFORMATION CONSIDERED

Accounts from Maya and Tomás were gathered during the initial review.

Maya expressed unease about the tone used and suggested that there may have been supplier bias affecting her work.

Tomás denied bias, explaining that his concerns related solely to process matters.

The trustee present recommended obtaining additional documentary evidence to shed more light on the grievance.

No extracted evidence text was available to inform this record; the employer should review the uploaded document 'grievance-record-synthetic-sample.txt' for relevant information and ensure all relevant evidence is considered.

Evidence Log

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

Attachments: Evidence log | Investigation action plan

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3. MEETING/INVESTIGATION

The grievance intake involved meeting with Maya Thompson and Tomás on 14 March 2025 to explore their perspectives.

Discussions focused on the tone of communication and potential supplier bias as highlighted by Maya.

Tomás maintained that his feedback targeted process improvement rather than any prejudice.

The presence of a trustee ensured procedural fairness and recommended that documentary evidence be sought before progressing further.

Further investigation and evidence gathering are required to establish a clearer understanding of the issues raised.

4. OUTCOME

At this stage, the grievance intake is incomplete.

The decision following the initial review was that more information is required before any substantive outcome can be reached.

No formal resolution has been agreed, and the grievance remains under active consideration.

Attachments: Evidence log | Investigation action plan

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5. REASONS

The decision to seek further evidence reflects the need to ensure fairness and thoroughness before drawing conclusions.

Given the differing accounts from Maya and Tomás, documentary support is necessary to clarify the concerns raised.

The trustee's advice to gather evidence underlines the importance of an evidence-based approach in addressing this grievance.

Maintaining impartiality and adherence to procedural correctness remains paramount as the grievance progresses.

6. APPEAL/FOLLOW-UP

A follow-up review meeting is scheduled for 10 April 2025 to reassess the grievance after additional information has been gathered.

Responsibility for managing the follow-up and collating further documentation should be assigned to an appropriate HR or management representative, who will also communicate progress to Maya.

The employer should review all relevant evidence before concluding the grievance intake.

Should Maya be dissatisfied with the outcome of the grievance process, details of appeal rights and further options will be provided as per company policy.

Attachments: Evidence log | Investigation action plan