

Grievance Reporting & Tracking Form

This form is to be used if you would like to file a formal grievance against an SAVT Board Member, SAVT Committee Member, or the SAVT Executive Director.

The SAVT Board of Directors encourages you to try speaking with the other party prior to submitting this grievance.

This process and form is not meant to replace the formal complaint process through the SVMA. If this is related to the scope of practice or code of ethics you will need to submit it to the SVMA for review by their Professional Conduct Committee.

Date	Name of Who the Grievance is Against
Your Name	Your Contact Information
<input type="checkbox"/> I choose to submit this anonymously with the knowledge that, following review and investigation by the appropriate parties, no formal action will be taken.	
<input type="checkbox"/> I understand that through this submission my name and information about this grievance may be shared with people and parties to complete the review and investigation process.	
Is this grievance also being submitted to the SVMA through their Complaint Reporting Form and processes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you tried speaking with the other person about your grievance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have not tried speaking with the other person about your grievance, why not? If yes, please include details of the interaction.	

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**SASKATCHEWAN
ASSOCIATION**
of Veterinary Technologists

To date, what have you or any other persons involved done to resolve this grievance?

Please describe with your own words the events and/or actions that make up this grievance. If you need more room please attach an additional page with your information and evidence.

What would you like to see as an outcome of this process?

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Office Use Only – For Tracking and Reporting Purposes	
Date Received	Date Grievance was Shared with the Person Whom the Grievance is Against (if applicable)
Date Presented to the Board	Date of Board Decision
Outline of Discussion of the Board of Directors	
Decision of the Board of Directors	
Date Decision and Follow Up was Reported Back to the Submitter	Date Decision and Follow Up was Reported Back to the Person Who the Grievance was Against (if applicable)
Date the Grievance is to be Destroyed (24 months after receiving the Grievance)	Grievance Originally Received by