

# ESTATE POLICE ASSOCIATION OF TRINIDAD & TOBAGO



70-72 Battoo Avenue,  
Marabella.  
Trinidad.

FAX: 1 (868) 658-2293  
Marabella: 1 (868) 658-2293  
Tobago: 1 (868) 460-0276  
Email: estatepolice@ymail.com

## Grievance Form for Branch Level Grievances

(To be filled out by the aggrieved)

Name : .....

Home Address : .....

.....

.....

Telephone Contact Numbers: (1) .....(2).....

E-mail Address: (1) .....

(2) .....

Regimental Number: ..... Precepted Rank: .....

Job Title: .....

<b>(For Official Use ONLY)</b> (Tick whichever is appropriate)			
(1) Membership	(2) Precept	(3) Status	
Member <input type="checkbox"/>	More than 1 Yr <input type="checkbox"/>	Precepted <input type="checkbox"/>	Financial <input type="checkbox"/>
<b>(4) Document Checklist</b>			
I. Proof of Membership .....	<input type="checkbox"/>		
II. Proof of Member being in good financial standing With the Association .....	<input type="checkbox"/>		
III. Copy of aggrieved member's Precept.....	<input type="checkbox"/>		
IV. Any correspondence related to the issue prior to the matter being reported to the Branch Board .....	<input type="checkbox"/>		
V. Detailed report of Issue/Grievance.....	<input type="checkbox"/>		

## The Grievance Protocol

- (1) The issue must follow the stages outlined in the Grievance Procedure in the Agreement.
- (2) Any aggrieved member may choose to either:
  - i. To represent himself/herself.
  - ii. Have a Branch Representative of his/her choice from the Estate provide representation.
  - iii. Have an Executive member provide representation; or
  - iv. Have a lawyer, or some other third party provide representation after receiving written authorization from the Executive to do so.
- (3) A member being represented by a Branch Representative, can request that an unresolved issue be reported to the Executive after three (3) months of the date of the issue arising.
- (4) The aggrieved person must keep a 'Personal File' with copies of all documents related to the issue
- (5) No member is compelled to agree to any settlement on his/her grievance by any Branch Board member, Executive member, or third party authorized by the Executive. The aggrieved member shall voluntarily agree to any settlement negotiated.
- (6) A member who is being coerced into agreeing to any settlement on his/her grievance by any Branch Board member may report the matter in writing to:

**General Secretary  
Estate Police Association  
70-72 Battoo Avenue  
MARABELLA**

- (7) No member shall pay any fee to any person who is a Branch Board member for representation.
- (8) A member may at any time choose to discontinue having a particular person address his/her grievance and seek another person to address his/her grievance or represent himself/herself.

.....  
***Signature of Aggrieved Member***

.....  
***Date***

