Sample Format for Agreed Statement of Facts (Please print or type all responses)

Name of Grievor
Date and Time of Incident
Place of Incident
Person(s) Directly Involved in Incident
Person(s) Witnessing the Incident
Brief Description of Incident (how did it arise, what happened)
Which articles of the Collective Agreement apply to these circumstances?
Other relevant information that the panellists should be advised of:

AN EXAMPLE

The parties agree to the following Statement of Facts:

On Wednesday January 16th 2002 at approximately 2.p.m. the grievor John Doe was at the employer's premises at 1000 Walker road in Windsor working the day shift as a warehouse helper.

Mr. Doe's shift was from 11 a.m. until 5 p.m. At 2 p.m. the supervisor Jack Sprat came to the grievor and told him to go home as there was no work for him that afternoon. This conversation was witnessed by Bill Williams and Terry Troy.

As Mr. Doe was leaving the premises he saw Frank Fontaine entering the plant. Frank Fontaine has less seniority than Mr. Doe.

Agreed to this 28th day of February, 2002.

FOR THE UNION	FOR THE EMPLOYER