

Raise a concern or grievance - quick guide and blank worksheet

You can raise a concern about pay, hours, safety or treatment at work by talking to your supervisor or to Orchard Tech directly. You do not have to write it down to be taken seriously. If your supervisor is involved in the concern, contact the company directly.

For a formal grievance, the handbook says to put it in writing to the Manager. It explains the meeting, investigation and written-outcome process. You may bring a support person. If the concern is about the Manager, the handbook lists another company support route; you can also go directly to an external regulator, union or lawyer at any time.

Blank private notes worksheet

Date: _____

What happened, and when: _____

My main concern: _____

What would help resolve it: _____

Language or support-person assistance requested: _____

Private contact details for a reply, if wanted: _____

Confirm the private return channel with Orchard Tech. Do not put completed complaints, evidence or private records in the public library, website comments or the app's text-only Contact feature. If there is immediate danger, move to safety and call 000.

English quick reference prepared 10 October 2026. Read the current source documents and follow the instructions explained for your placement.

Source documents

- Employee Handbook section 8, clauses 8.1-8.8
- Employee Handbook clause 8.18 and alternate support route
- Terms sections 2 and 6