

# Steward Fact Sheet

Canada Employment and Immigration Union

## Steward, grievor and witnesses:

### 1. Steward completing fact sheet:

Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Home mailing address:

Work phone: \_\_\_\_\_

\_\_\_\_\_

Home e-mail: \_\_\_\_\_

\_\_\_\_\_

Work e-mail: \_\_\_\_\_

\_\_\_\_\_

### 2. Grievor:

Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Home mailing address:

Work phone: \_\_\_\_\_

\_\_\_\_\_

Home e-mail: \_\_\_\_\_

\_\_\_\_\_

Work e-mail: \_\_\_\_\_

\_\_\_\_\_

**3. Witnesses:**

(1) Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Home mailing address:

Work phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home e-mail: \_\_\_\_\_

Work e-mail: \_\_\_\_\_

Has a statement been provided?

Is it dated and signed?

Is the witness willing to testify?

(2) Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Home mailing address:

Work phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home e-mail: \_\_\_\_\_

Work e-mail: \_\_\_\_\_

Has a statement been provided?

Is it dated and signed?

Is the witness willing to testify?

(3) Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Home mailing address:

Work phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home e-mail: \_\_\_\_\_

Work e-mail: \_\_\_\_\_

Has a statement been provided?

Is it dated and signed?

Is the witness willing to testify?



## **Relevant facts:**

### **1. Chronology of events:**

(State what happened, who was involved as a participant or a witness, when the events took place and, if relevant, where the events took place)

- 2. List and attach copies of all relevant documents:**  
(letters, memos, e-mail correspondence, witness statements, adjudication decisions, employer policies)