

 LETŠENG DIAMONDS	REFERENCE:	LDM-HSE/ENV/EGMP/7.4.2.1
	COMPANY PROCEDURE	EXTERNAL GRIEVANCE MANAGEMENT PROCEDURE

Grievance Log Sheet

Date Received: (To be filled in by person first receiving the Grievance)	Reference: (To be filled in by CSRI and Communications Office)	Grievance type (tick one) Individual: Collective:
Complainant or Site Details		
Name (First name and Last name):		
Address/Village name:		
Contact details:		
Description of Grievance		
Form Completed and Submitted By: (This section should only be filled in cases where the Complainant cannot write)		
Name:	Job Title/Position:	
Organization /Department:		
Form Received By (CSRI and Communications Office)		
Name:	Job Title:	
Signature:		
Remark: (advice Complainants on possible timeline for response)		
N.B <i>*All Complainants using this Grievance Log Sheet must make sure to provide contact details to which acknowledgement of receipt and response will be communicated.</i> <i>*For all collective Grievances, a Grievance Delegation Letter appointing the person representing the Complainants which has the signatures of all the Complainants should be attached to this form.</i>		