



In an effort to increase our efficiency and ensure consistency throughout the company, we have updated our process for receiving and responding to Grievances and Requests for Information (RFI). Our goal is to assist in facilitating a fair and timely grievance/RFI procedure for our managers, shop stewards and union employees.

We have created a new form for Union reps to access and submit both RFIs and grievances. Please submit all new requests through this form.

<https://forms.office.com/r/VJW4iL8PMu>

Additionally, when attaching your grievance or RFI file to this form, please adhere to the following naming convention:

LOCATION(BOS, NYC, PDX, CHI, BAY, WDC)_TYPE OF SUBMISSION_LAST NAME OF GRIEVANT.FIRST NAME OF GRIEVANT_MONTH.DAY.YEAR OF SUBMISSION

Example: NYC_RFI_SMITH.JOHN_08.17.22

Emails containing key details will be sent to relevant shop stewards, managers and People Team when a new submission is received. We will reach out to relevant parties to schedule the initial meeting within (7) days of receiving the form submission.