Pregnancy and Maternity Discrimination – Work **PLEASE DELETE**

Your address

Employers Name

Employers Address

Date

Dear (Name of person you are writing to),

**Subject:** Title of your letter/what it is about

Please accept this letter as a formal grievance.

(Describe what has happened and the impact this had

Example-

* failure to complete a risk assessment
* Failure to introduce agreed control measures
* Failure to recognise protected characteristics
* Failure to adhere to business policy

Give the facts of the case, being specific and clear. State what the unfavourable treatment is that you have experienced and why you feel this is *because of* your pregnancy/maternity. State that you do not feel that you would have experienced this treatment if you had not been pregnant/on maternity leave\*.)

The Equality Act 2010 (the Act) says that I am protected against unlawful pregnancy and maternity discrimination at work.

Pregnancy and maternity discrimination at work is defined by the Act as unfavourable treatment;

* Because of the pregnancy
* Because of illness suffered as a result of the pregnancy, and/or
* Because she is on maternity leave or is seeking to take maternity leave.

I have tried resolving this matter (insert here how you have tried to reach a resolution, who you spoke with, their job title and when) but I am not satisfied with the outcome. Consequently, I would like to formally raise my concerns through a grievance in accordance with the company’s grievance procedure. The reason for this is to investigate my concerns, with a view to resolving this issue as soon as possible.

I understand that a grievance meeting will be arranged in which we can discuss this matter and try to resolve these concerns. I also understand my right to be accompanied in this meeting by a colleague or trade union representative.

I look forward to receiving your response in writing within 14 days from receipt of this letter or in line with the company’s grievance procedure.

Yours sincerely/faithfully, \* (delete as appropriate),

(Your name)