

# CHICAGO NEWS GUILD INVESTIGATION FACT SHEET



\*For union investigative purposes only. DO NOT share with management.

**Member's Name:**

**Department:**

**Email:**

**Phone Number:**

**1 WHO is involved?** (Who are the affected employees and who from management is involved?)

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**2 WHAT happened?** (Include WHERE & WHEN the incident took place.)

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**3 WHAT else is important to this case?** (What information do you need. Were there witnesses to interview?)

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**4 WHY, if so, is this a grievance?** (Is it a contract violation, violation of past practice, discipline/just cause violation...)

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**5 HOW do we want the company to make it right?** (What is our remedy?)

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**6 WHAT else can we do to address this issue?** (Can we organize members in support? If this is not a grievance, what would you do to solve it?)

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**Steward:**

**Date:**

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