Canadian Office and Professional Employees Union
109 – 2709 12th Avenue, Regina, Saskatchewan, S4T 1J3
Phone: (306) 352-4240 • Fax: (306) 347-2720
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E-Mail: cope397@sasktel.net • Website: www.cope397.ca

STEWARD FACT SHEET

Private & Confidential / Property of COPE Local 397

Submission Date: _____

Steward's Name: _____

Steward's Phone #: _____

WORK SITE/JOB CLASSIFICATION:

Name: _____

Address: _____

Phone #'s: Work: Home: Cell:

E-Mail: Home:

Department: _____

Job/Classification: _____

Manager/Supervisor: _____

DETAILS OF INCIDENT – *Who, What, When, Where, Why?*
Use additional pages, if required

DATE / TIME / LOCATION:

WITNESSES? *(full name and phone number) – attach witness statements*

BACKGROUND: *(previous directionary and disciplinary action, include dates, if possible)*

DISCIPLINE AS A RESULT OF THIS INCIDENT.

Please attach notes from meeting with Member and Management