



# C.W.A. Local 13301

## Problem Fact Sheet

1. **Who is involved?** (Write down name, position or role in grievance)

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2. **What exactly happened?**

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3. **When did the incidents occur?**

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4. **Where did the incidents take place?**

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5. **Why was an E.C.R. Issued? Why the level of discipline? Which Manager issued the E.C.R.?**

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6. **Who do you, the Steward, need to speak to? What questions will you ask them?**

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7. **What additional information do you, the Steward need? Where will you go to find it?**

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