

**IMPORTANT NOTICE TO GRIEVOR**

I, \_\_\_\_\_ confirm that I have read the below and that I agree that:  
(Name of Grievor)

Until this grievance is resolved or withdrawn, I commit to providing the union (UNW), with my contact information now and as it changes. This is to allow the Union (UNW) the ability to prosecute this grievance on my behalf.

I understand that the Union (UNW) will not proceed with my grievance if they are unable to reach me for instructions. In the event that the Union (UNW) is unable to reach me, through reasonable efforts to do so, I agree that the Union (UNW) is given my express permission to withdraw this grievance at any stage of the grievance/arbitration process.

In short, I obligate myself to inform the union of my whereabouts, any changes as they arise and all required documentation; when I fail to do so, I risk my grievance being withdrawn and thereby losing any claims I may have about the issue(s) grieved. I also agree that I absolve the Union (UNW) of any liability from the act of withdrawing the grievance and agree that I will bring no claim against the Union (UNW) or its representatives for withdrawing the grievance.

In sum, I have an obligation to INFORM THE UNION OF MY regular mail and e-mail ADDRESS and PHONE NUMBERS.

**Contact Info as of today's date;**

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number(s): Home: \_\_\_\_\_  
Cell: \_\_\_\_\_

E-Mail (home): \_\_\_\_\_

DATED: \_\_\_\_\_ at \_\_\_\_\_, NT

Signed: \_\_\_\_\_  
Name of Grievor:

\_\_\_\_\_  
Witness as to Signature of the Grievor

