

Resolve a workplace problem

Have an informal chat with your employer

If you have a problem at work it's normally better to raise it informally with your employer first.

You may feel nervous about raising an issue, but employers are often open to resolving problems quickly without going through a formal process.

Try and find someone you feel comfortable talking to. If this is not your manager, try talking to someone else (such as another manager or the human resources team, if there is one).

An informal chat can range from a quiet word to a more structured meeting. If a meeting is set up you can ask a colleague to come with you if you feel you do not want to go alone. At this stage your employer does not have to agree to this.

When an informal chat is not the best option

For some serious issues, such as sexual harassment or [whistleblowing](#), an informal chat is not the best approach. You should instead [make a formal complaint to your employer](#).