

## **Grievance Procedure**

The aim of this Grievance Procedure is to settle grievances or complaints fairly and it is intended to operate simply and quickly. Every effort will be made to resolve the issue at the earliest possible stage, and at each stage efforts will be made in order to avoid proceeding to the next stage and to settle the issue amicably. If an employee has a problem with any other member of staff, and is unable to sort it out informally, the matter should be referred to his/her line-manager. You may be able to agree an informal solution between you.

If the problem is serious or remains unresolved or the employee wishes to raise the matter formally, the employee can use the formal grievance procedure. In the case of a grievance being taken out as a counter-grievance, or in response to the start of disciplinary action, it may be appropriate to deal with both issues at the same time. If appropriate, the disciplinary procedure may be temporarily suspended in order to deal with the grievance.

## **The Procedure**

### **1. Raise the grievance in writing:**

The employee should raise a grievance with their line manager without unreasonable delay, normally within one month of the incident (or final incident) which gives rise to the complaint. If the grievance is against the line manager, the matter should be raised with the Chairman. In the case of the Chairman, the matter should be raised with the Board of Trustees. Whoever deals with the grievance at the meeting, will normally be excluded from hearing any appeal.

The employee must detail in writing the specific circumstance or circumstances which constitute the grievance, with dates, times, witnesses, etc. as applicable. Employees should stick to the facts and avoid insulting or abusive language.

### **2. Invitation to a Grievance Meeting:**

The line manager will invite the employee to attend a meeting, without unavoidable delay to discuss the matter.

The line manager will also state that the employee is entitled to be accompanied by a trade union representative or work colleague at the meeting.

### **3. Grievance Meeting:**

Where possible, a note-taker, who must be uninvolved in the case will take down a record of the proceedings. The line manager (or Chairman) will introduce the meeting, read out the grounds of the employee's grievance, ask the employee if they are correct and require the employee to provide clarification regarding details of the grievance if unclear. The employee will be given the opportunity to put forward her/his case and say how they would like to see it resolved. The employee may call witnesses and refer to any documents previously provided to the line manager (or Chairman).

The meeting may be adjourned by the line manager (or Chairman) if it is considered necessary to undertake further investigation. Any necessary investigations will be carried out to establish the facts of the case. The meeting will be reconvened as soon as possible.

Having considered the grievance, the line manager (or Chairman) will give her/his decision regarding the case in writing to the employee which will normally be within five working days. If appropriate, the decision

will set out what action the employer intends to take to resolve the grievance or if the grievance is not upheld, will explain the reasons. This will also include notifying the employee of her/his right of appeal and the procedure to be followed.

#### 4. Appeal:

If still unresolved, the employee may refer the matter, in writing, to the Chairman, or if the Chair has already been involved in an earlier stage of the procedure, to the Treasurer of the Board of Trustees. The employee wishing to appeal against a grievance decision, must do so in writing within five working days of receiving written notification of the grievance decision, stating the reasons for the appeal. Any documents submitted in support of the appeal must be attached. Arrangements for the appeal meeting will be made by the Chair (or the Treasurer if appropriate) who will ensure that a notetaker is present if possible. The appeal meeting should be held without unavoidable delay. Where possible, at least two members of the Board will constitute an Appeal Panel. The trustee or trustees hearing the appeal should, if at all possible, have had no direct involvement in the case. The employee is entitled to be accompanied by a trade union representative or work colleague at the appeal. The meeting may be adjourned by the Appeal Panel or person hearing the appeal, if it is considered necessary to undertake further investigation. The meeting will be reconvened as soon as possible. The decision of the Appeal Panel or person hearing the appeal shall be final.