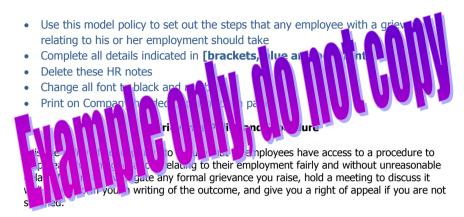
Example policy: Grievance policy



Issues that may cause grievances include:-

- Terms and conditions of employment
- Health and safety .
- Work relations .

Discr

- Bullying and harassment .
- New working practices
- Working envirment Organisationa

- part of your contract of employment.
- rom it depending on the circumstances of

This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

If you have difficulty at any stage of the grievance procedum because because English is not your first language, you should discu manager or the hr manager as soon as possible

This grievance procedure		
	f you are di	ssatisí
under	appror	

We op wrongd by the r blowing,

nployees to report illegal activities, sation. However, where you are directly affected ou feel you have been victimised for an act of whistle tter under this grievance procedure.

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Example policy: Grievance policy

Written grievances will be placed on your persong taken and any notes or other documer be processed in accordance with n Procedur ickly and informally through discussion with your to speak to your manager, for example, because the complaint then you should speak informally to another manager. If this does not the issue, you should follow the formal procedure below.

Formal written grievances

If your grievance cannot be resolved informally you should put it in writing and your manager, indicating that it is a formal grievance. If the grievance manager you may submit it instead another manager.

The written grievance should contain a brief including any relevant fact dates may need to ask you to r

Inv

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an investigation into your grievance. TV uired will depend on the nature of the allegations and will v t may involve interviewing and taking statements from you and for revewing relevant documents. The investigation may be carried out anv w by you anager or someone else appointed by us.

You must co-operate fully and promptly in any investigation. This may include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending investigative interviews if required.

We may initiate an investigation before holding a griance appropriate. In other cases we may hold grievance investigation (if any) to carry out. In suc with you before we reach a decisi

> appeal meeting under this inion official or a fellow [company] olding the grievance meeting who your chosen before the meeting. At the meeting, your companion may make nd ask questions, but should not answer questions on your behalf. confer privately with your companion at any time during the meeting.

Acting as a companion is voluntary and your colleagues are under no obligation to do so.

Example policy: Grievance policy



writing, usually within [one week] of the appeal

is the end of the procedure and there is no further appeal.