



Staff Grievance Procedure

A grievance is defined as some action that the employer or a colleague has taken, or proposes to take, which affects the employee and which the employee considers has been taken for some reason that is not connected with the way he or she is doing her job.

Employees are encouraged to initially raise these issues informally so that the problem can be resolved quickly and good working relations protected. However, if this informal approach does not work, then the employee can formally raise the grievance, using the following procedure:

1. Employee gives written statement of grievance

The employee must explain the grievance in a written statement.

2. A meeting is held during which the employer informs the employee of the outcome of the grievance.

A meeting is held with the employee. The employee is informed of any decision made and notified of their right to appeal. The employee must appeal to complete the statutory procedure.

3. Appeal if necessary

If the employee wishes to appeal against the decision, he/she will be invited to a further meeting. After the meeting the employee will be informed of the decision taken.

All grievances will be dealt with sensitively and in a fair and reasonable manner.