**Important notice**

**This is a sample procedure designed for a small not-for-profit employer adhering to statutory minimum requirements and does not constitute legal advice.** It should be consistent with your terms and conditions of employment as well as your culture and aspirations. There is no one size fits all.

**GRIEVANCE PROCEDURE**

**1. POLICY STATEMENT**

1.1 It is our policy to ensure that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. We aim to investigate any formal grievance you raise, hold a meeting to discuss it with you, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied.

1.2 This procedure does not form part of any employee's contract of employment. It may be amended at any time and we may depart from it depending on the circumstances of any case.

**2 WHO IS COVERED BY THE PROCEDURE?**

2.1 This procedure applies to all employees and volunteers regardless of length of service.

**3 USING THIS PROCEDURE**

3.1 If you have difficulty at any stage of the Grievance Procedure because of a disability or because English is not your first language, you should discuss the situation with your Line Manager as soon as possible.

3.2 This Grievance Procedure should not be used to complain about dismissal or disciplinary action. If you are dissatisfied with any disciplinary action, you should submit an appeal under the appropriate procedure.

3.3 Written grievances will be placed on your personnel file along with a record of any decisions taken and any notes or other documents compiled during the grievance process.

**4 RAISING GRIEVANCES INFORMALLY**

4.1 Most grievances can be resolved quickly and informally through discussion with your Line Manager. If you feel unable to speak to your manager, for example, because the complaint concerns him or her, then you should speak informally to the HR Manager. If this does not resolve the issue, you should follow the formal procedure below.

**5 FORMAL WRITTEN GRIEVANCES**

5.1 If your grievance cannot be resolved informally you should put it in writing and submit it to your Line Manager, indicating that it is a formal grievance. If the grievance concerns your Line Manager, you may submit it to the HR Manager instead.

5.2 The written grievance should contain a detailed description of the nature of your complaint, including any relevant facts, dates, and names of individuals involved. In some situations we may need to ask you to provide further information.

**6 INVESTIGATIONS**

6.1 In some cases it may be necessary for us to carry out an investigation into your grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents.

6.2 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 interviews, as part of our investigation.

6.3 We may initiate an investigation before holding a grievance meeting where we consider this appropriate. In other cases we may hold a grievance meeting before deciding what investigation (if any) to carry out. In those cases we will hold a further grievance meeting with you after our investigation and before we reach a decision.

**7 RIGHT TO BE ACCOMPANIED**

7.1 You may bring a companion to any grievance meeting or appeal meeting under this procedure. The companion may be either a trade union representative or a colleague. You must tell the person holding the grievance meeting who your chosen companion is, in good time before the meeting.

7.2 At the meeting, your companion may make representations to us and ask questions, but should not answer questions on your behalf. You may talk privately with them at any time during the meeting.

7.3 Acting as a companion is voluntary and your colleagues are under no obligation to do so. If they agree to do so they will be allowed reasonable time off from duties without loss of pay to act as a companion.

7.4 It is possible that we may ask you to choose someone else to act as your companion if, for example:

7.4.1 your chosen companion may have a conflict of interest or may prejudice the meeting; or

7.4.2 your companion is unavailable at the time a meeting is scheduled and will not be available for more than five working days afterwards.

7.5 We may, at our discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) if this will help overcome a disability, or if you have difficulty understanding English.

**8 GRIEVANCE MEETINGS**

8.1 We will arrange a grievance meeting as soon as possible after we have received your written grievance. Usually this will be within seven working days.

8.2 You and your companion (if any) should make every effort to attend grievance meetings. If you or your companion cannot attend at the time specified, you should inform us immediately and we will try, within reason, to agree an alternative date and time.

8.3 The purpose of a grievance meeting is to enable you to explain your grievance and how you think it should be resolved, and to assist us to reach a decision based on the available evidence and the representations you have made.

8.4 After an initial grievance meeting we may carry out further investigations and hold further grievance meetings as we consider appropriate. Such meetings will be arranged without unreasonable delay.

8.5 We will write to you, usually within one week of the final grievance meeting, to inform you of the outcome of your grievance and any further action that we intend to take to resolve the grievance. We will also remind you of your right of appeal. Where appropriate we may hold a meeting to give you this information in person.

**9 APPEALS**

9.1 If the grievance has not been resolved to your satisfaction you will be given the name of who you should make your written appeal to. Your written appeal should state your full grounds of appeal and should be lodged within seven working days of the date on which the grievance outcome was sent or given to you.

9.2 We will arrange an appeal meeting as soon as possible; this will normally be within one week of receiving your written appeal. This will be dealt with impartially by a more senior manager who has not previously been involved in the case (although they may ask anyone previously involved to be present). Once again you have the right to bring a companion to the meeting (see paragraph 7).

9.3 We will confirm our decision in writing, usually within one week of the appeal hearing.

9.4 The decision of the appeal hearing is final and there will be no further right of appeal under this procedure.