



GRIEVANCE POLICY (Alternative Version)

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haines
business systems ltd

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Introduction

This grievance procedure is to be followed to ensure that grievances are dealt with in a fair, open and timely manner.

A grievance is ordinarily a concern, problem or complaint about your work, working conditions or relationships with colleagues.

As a first step, you are encouraged to try to resolve these informally as part of everyday working relationships.

If your complaint cannot be settled by an informal conversation, and you wish to raise a formal grievance, you must set out your issues in writing to your manager. If your issue concerns potential discrimination, harassment or bullying you may prefer speak directly to another manager. The same applies where your grievance concerns your manager.

In certain situations, it will be necessary to carry out an investigation to fully understand the issues you raised in your grievance.

If your grievance contains sufficient detail or once a necessary pre-investigation is complete, you'll be asked to attend the formal meeting to discuss the grievance you raised.

You have the right to be accompanied by a supporter, who must be an employee of this company, or trade union representative (who is certified by the union to act as a worker support a grievance meetings). No legal representation is allowed. Your supporter has a right to address the meeting, ask questions and seek an adjournment, but cannot answer questions on your behalf.

Notes will be taken at the grievance meeting, or meetings, and you will be given a copy. It is important that you satisfy yourself that the notion of factual discussions and that any inaccuracies