

## Name of Organisation)'s Grievance Policy and Procedure

### Policy Statement

It is (*name of organisation*)'s intention to resolve grievances about employment issues speedily and fairly.

### Procedure

(*Name of Organisation*) would encourage all staff/volunteers who have issues with their employment to discuss these informally with their supervisor to try and resolve the matter at this stage.

If these issues cannot be resolved by informal means or if informal means are not sought, our Grievance Procedure has three steps to it.

#### Step 1

If you have a grievance about your employment, you should raise it with your immediate line-manager. This can be done verbally. Your line-manager will give you a reply within two working days.

#### Step 2

If the reply given at Stage 1 does not satisfactorily resolve the grievance, you should detail the grievance in writing and submit it to (*insert position*) who will respond within five working days.

(*Insert name*) will arrange a meeting to discuss the grievance. You have the right to be accompanied. At the end of the meeting you will be informed of the decision.

#### Step 3

If the matter is not satisfactorily resolved within five working days of the Step 2 meeting, you may elect to appeal to (*insert position*). A further meeting will be arranged and you have the right to be accompanied. A decision will be given within five working days of the Appeal Hearing and this decision will be final.

Signed \_\_\_\_\_

Date \_\_\_\_\_