



# GRIEVANCE PROCEDURE

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## 2. OBJECT

The object of the procedure is to provide a team member who considers that he or she has a grievance with an opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved, if possible, at the earliest practicable opportunity.

Most issues or grievances can be solved on an informal basis with line managers, and team members should aim to settle their grievances in this way if possible.

This procedure is designed to deal with those issues that need to be approached on a more formal basis.

This grievance procedure is entirely non-contractual.

### **3. PROCEDURE**

If a grievance cannot be settled informally with the relevant line manager, the team member should raise it formally.

This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.

#### **Stage 1**

In the event of the team member having a formal grievance relating to their work they should, in the first instance, put their grievance in writing and address it to their line manager, making clear that they wish to raise a formal grievance under the terms of this procedure. Where the grievance is against the line manager, the complaint should be addressed to the Chief Executive Officer, or, if they are implicated, the chair of the governance committee.

This grievance procedure will not be invoked unless the team member raises their grievance in accordance with these requirements.

A manager (who may not be the manager to whom the grievance was addressed) will then invite the team member to a grievance meeting to discuss the grievance and the team member has the right to be accompanied at this meeting by another team member, a friend or a relative. The team member must make every effort to attend the meeting. At the meeting, the team member will be permitted to explain their grievance and how they think it should be resolved.

Please note that it is prohibited for team members to record (whether covertly or otherwise) the proceedings at the grievance meeting, and at any appeal meeting, without the express permission of the Charity. If the Charity discovers that a team member has done this covertly, they could be subject to disciplinary action.



Following the meeting, the Charity will endeavour to respond to the grievance as soon as possible and, in any case, within five working days of the grievance meeting. If it is not possible to respond within this time period, the team member will be given an explanation for the delay and be told when a response can be expected. The team member will be informed in writing of the Charity's decision on the grievance and notified of their right to appeal against that decision if they are not satisfied with it.

## **Stage 2**

In the event that the team member feels his or her grievance has not been satisfactorily resolved, the team member may then appeal in writing to a more senior manager or to a Trustee of the Charity within five working days of the grievance decision. The team member should also set out the grounds for their appeal.

On receipt of such a request, a more senior manager or a Trustee (who again may not be the person to whom the appeal was addressed) shall make arrangements to hear the grievance at an appeal meeting and at this meeting the team member may again, if they wish, be accompanied by a team member, friend or relative of their choice. The team member must make every effort to attend the appeal meeting.

Following the meeting, the senior manager or Trustee will endeavour to respond to the grievance as soon as possible and, in any case, within five working days of the appeal hearing. If it is not possible to respond within this time period, the team member will be given an explanation for the delay and be told when a response can be expected. The team member will be informed in writing of the Charity's decision on their grievance appeal.

This is the final stage of the grievance procedure and the Charity's decision shall be final.



#### **4. DISCIPLINARY ISSUES**

If a team member's complaint relates to his or her dissatisfaction with a disciplinary, performance review or dismissal decision, they should not invoke the grievance procedure but should instead appeal against that decision in accordance with the appeal procedure with which they will have been provided.

#### **5. DATA PROTECTION AND CONFIDENTIALITY**

When processing information in connection with any investigation or subsequent stages of a disciplinary procedure the Charity will process any personal data in accordance with its data protection policy and any internal privacy notices in force at the relevant time. Inappropriate access or disclosure of this data will constitute a data breach and should be reported immediately to the Charity's Data Protection Officer Mr Matt Tozer in accordance with the Charity's data protection policy. All employees must treat as confidential any information communicated to them in connection with a grievance investigation or grievance matter. Any data breach or breach of confidentiality may also lead to an investigation and potential sanctions under the Charity's disciplinary procedure.

This procedure will be reviewed every two years, and when there are changes in legislation.

To be reviewed before 31.12.27

