



## GRIEVANCE PROCEDURE

This procedure does not form part of your contract of employment, except to the extent required by law.

### 1. Introduction

- 1.1 **Introduction** : If you have any grievance relating to any aspect of your employment you should endeavour to have it settled in accordance with this procedure. This procedure may not be appropriate for disciplinary or capability matters.
- 1.2 **Status** : Although this procedure is discretionary, the '**Charity**' will follow a fair and effective procedure in the event that you wish to raise a grievance. The '**Charity**' is not obliged to follow this procedure in every instance. There may be occasions when the '**Charity**' considers it appropriate to change or omit parts of the procedure. If the '**Charity**' amends the procedure you will be given advance notice of the amendments.

### 2. The Procedure

- 2.1 **Raising your Grievance** : Any/All problems should be resolved fairly, promptly and as near as possible to the point of origin i.e. between the parties involved. Therefore in the first instance you should raise the grievance orally and informally with any other person involved. If this is not appropriate or does not resolve your grievance you should raise it informally to discuss with the '**Centre Manager**' or '**A named Trustee**'. If your grievance cannot be resolved informally, you should then raise it formally with the '**Centre Manager/Chairperson of the Trustees**' in writing. If your grievance is against a member of the '**Board of Trustees**' or your line **Manager** and you feel you cannot raise it with him/her, you should raise your grievance with another '**Trustee**' in writing
- 2.2 **Right to be accompanied** : You can make a reasonable request to be accompanied to any meeting held to discuss your grievance by a colleague/friend of your choice who may advise you and make a statement at the meeting.

### 3. Appeal

- 3.1 **Initiating an appeal** : If you are dissatisfied with the outcome, you may appeal by notifying the '**Chairperson of the Trustees**' in writing within 5 working days giving full details of why you wish to appeal.
- 3.2 **Appeal procedure** : The '**Chairperson of the Trustees**' shall investigate your appeal and take it to the "Staff sub-committee" for consideration. He/she may call for copies of all relevant documents and convene a hearing, if appropriate, which you may attend. You will have the right to give your point of view and have the right to be accompanied to the appeal. If you are still not satisfied with the decision you can ask the "Board of Trustees" to reconsider, such a request should be made to the "Board" within 5 working days giving full details of why you wish to appeal to the "Board". The "Board" shall consist of those trustees not involved in the original appeal.
- 3.3 **The appeal decision** : The decision of the "Board of Trustees" shall be final and shall be confirmed to you in writing as soon as practicable after it has been reached.

### 3.4 ALL GRIEVANCE PROCEEDING AND RECORDS WILL BE KEPT CONFIDENTIAL BY THE 'CHARITY'

Adopted by Trustees on ..... Signed .....

Chairperson of Trustees