

Grievance Policy

PRIMARY PERSONS RESPONSIBLE FOR IMPLEMENTATION AND MONITORING OF THIS POLICY

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

LAST REVIEW DATE

March 2019

NEXT REVIEW

March 2020

GRIEVANCE POLICY: CONTENTS

CLAUSE

1. About this procedure
2. Step 1: written grievance
3. Step 2: meeting
4. Step 3: appeals

1. ABOUT THIS PROCEDURE

- 1.1 This procedure applies to all employees regardless of length of service.
- 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.
- 1.3 Most grievances can be resolved quickly and informally through discussion with a line manager or one of the Principals. If this does not resolve the problem the employee should initiate the formal procedure below reasonably promptly.

2. STEP 1: WRITTEN GRIEVANCE

- 2.1 Grievances should be submitted in writing to a line manager. If the grievance concerns a line manager then it should be submitted to one of the Principals.
- 2.2 The written grievance should set out the nature of the complaint, including any relevant facts, dates, and names of individuals involved so that it can be investigated.

3. STEP 2: MEETING

- 3.1 A grievance meeting will be arranged, normally within one week of receiving a written grievance.
- 3.2 The employee may bring a companion to the grievance meeting if a reasonable request is made in advance and the name of the chosen companion is given.
- 3.3 If the employee or their companion cannot attend at the time specified they should let this be known as soon as possible and an attempt will be made to rearrange the meeting.
- 3.4 The meeting may be adjourned if further investigations need to be carried out, after which the meeting will usually be reconvened.
- 3.5 The employee will be informed in writing, usually within one week of the last grievance meeting, of the decision reached and be notified of any further action that will be taken to resolve the grievance. They will also be advised you of their right of appeal.

4. STEP 3: APPEALS

- 4.1 If the grievance has not been resolved to the satisfaction of the employee they may appeal in writing to the Independent Complaints Adjudicator Mr Charles Lacey, former Head of Cranbrook College and Ibstock Place School, who is a part-time Magistrate, stating the full grounds of appeal, within one week of the date on which the decision was sent or given to the employee.
- 4.2 The appeal should be sent by email to charlesplacey@gmail.com
- 4.3 An appeal meeting will be held, normally within two weeks of receiving the appeal. This will be dealt with impartially by one of the Principals. The employee will have a right to bring a companion (see paragraph 3.2).
- 4.4 A final decision will be confirmed, usually within one week of the appeal hearing. There is no further right of appeal.