

HAINWORTH WOOD COMMUNITY CENTRE

GRIEVANCE POLICY

1.0 General

1.1 Introduction

Hainworth Wood Community Centre aims to promote a working environment where employees feel able to raise concerns, issues or problems about their work, working environment or working relationships and that any issue raised will be addressed in a prompt manner. It is the right of any employee to initiate the grievance procedure.

If an alleged breach of discipline by another employee is raised as a grievance and the allegation is upheld through the grievance procedure, it may be appropriate to refer the matter to the normal disciplinary procedure. The content of disciplinary procedure will be subject to the normal constraints of confidentiality.

All meetings will be held in private and the need for confidentiality must be respected at all stages.

1.2 Companion

Staff involved in a grievance have the right to consult and be accompanied by a staff representative or their trade union official, or any other mutually acceptable companion. There is no pressure on a fellow worker to accept a request to accompany a work colleague and no pressure should be brought to bear on a person if they do not wish to act as a companion.

1.3 Time limits

Time limits may be extended where necessary. Where they are extended, clear reasons for their delay (i.e. holidays, sickness, further investigation) must be recorded. The employee shall be informed in writing for the reasons for the delay and of the proposed new timescale or arrangements.

1.4 Investigation

All employees are requested to contribute to any investigation where requested. In some cases, witness statements may be submitted in confidence with the identity of the person protected from the person making the grievance and other members of staff; however, staff should be aware that if the matter progresses to a disciplinary, then the full content of all witness statements may be disclosed in order to allow the person under investigation to defend themselves.

The investigating officer will be the management committee or other person appointed to hear the grievance.

1.5 Suspension

In extreme cases where there is reasonable ground for believing that the continued presence at the place of work of an employee connected with the grievance will be detrimental to the progress of the grievance procedure, the progress of any investigation/and or the continued working of the organisation, that employee may be suspended on full pay whilst the case is being investigated.

No member of staff or member of the management committee of Hainworth Wood Community Centre may take part in the investigation if they are involved in the grievance.

2. Procedure

2.1 Informal Stage

It is in everyone's interest to resolve grievances quickly. Hainworth Wood Community Centre encourages all employees to seek to resolve issues promptly and informally with their line managers wherever possible. If this does not resolve the matter, the formal grievance procedure should be followed.

2.2. Stage 1 (Written grievance)

The employee putting in the grievance should do so in writing, stating explicitly that he/she is making a formal grievance. The grievance statement should give details of the complaint, those involved, names of any witnesses and any additional information, including suggestions and ways to resolve the matter. The statement must be signed, dated and sent to the Centre Co-ordinator, or if the grievance is against the Centre Co-ordinator or written by the Centre Co-ordinator, then to a member of the management committee, within 2 weeks (10 days) of the incident causing the grievance in the first instance.

The grievance will be investigated by the Centre Co-ordinator who will call a grievance meeting within 2 weeks (10 days) of receipt of the grievance wherever possible. The employee bringing the grievance will be informed that he/she has the right to consult with prior to and be represented at this meeting by the staff representative, a trade union representative or a mutually agreed companion. It is the employee's duty to inform the panel who they have chosen to be accompanied by. Date, time and venue of the meeting will be agreed mutually, including that of the employee's companion where this is requested. The Centre Co-ordinator should ensure that there is a third party present to take confidential notes of the meeting. These will be distributed to all attendees after the meeting.

The person hearing the grievance will establish the nature and extent of the grievance and attempt to find a mutually acceptable resolution to the issue. After the meeting, a member of the management committee will respond in writing to the grievance within two weeks (10 days) of the meeting stating proposed action and informing the employee of their right to appeal at Stage 2.

In the event of any of the participants in the grievance hearing being unable to attend at the mutually agreed time, the meeting may be postponed once to another time to suit all parties. In the event of sickness of the person making the grievance or the person hearing the grievance, the meeting may be postponed for up to 4 weeks.

2.3 Stage 2 (Appeal)

If the employee is unhappy or dissatisfied with a response or decision at Stage 1, they may appeal in writing, giving the grounds for appeal to the Chair Person within 2 weeks (10 days) of receiving the response.

The Chair will agree an appeal panel. The appeal panel will hear the appeal within 2 weeks (10 days) of receiving it. The employee has the right to be accompanied by a mutually agreed companion, a trade union representative or a fellow employee. Confidential notes of the meeting will be carried out by a third party. The date, time, venue of the meeting will be agreed mutually by all concerned. If any participants are not able to attend the meeting, the meeting can be postponed for up to 4 weeks.

Minutes will be taken during the appeal meeting and distributed to all attendees.

Following the appeal meeting, a decision will be given in writing within 2 weeks (10 days) stating the decision of the appeal panel and the action, if any, it intends to take. The decision of the appeal panel of management committee is final and no other appeals will be accepted.

Date Agreed (by the management committee) September 2017.....

Review date: September 2019