

## **Addendum – Grievance Procedure**

*This addendum applies to all employees.*

### **Grievance Procedure**

***This procedure does not form part of an 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 Introduction**

1.1 Grievances are concerns, problems or complaints raised by an employee with their manager. Anybody may at some time have problems or concerns with their working conditions or relationships with colleagues that they wish to raise. Most grievances can be resolved quickly and informally through discussion between the employee and their line manager or MP. If this does not resolve the problem the formal procedure set out below should be used.

1.2 This procedure applies to all employees regardless of length of service. It may be amended at any time and the line manager/MP may depart from it depending on the circumstances of any case.

#### **2 Step 1: Written grievance**

2.1 If it is not possible to resolve the grievance informally the employee should put their grievance in writing and submit it to their line manager/MP. If the grievance concerns their line manager/MP, the employee should still submit it to them and they will ensure that it is dealt with appropriately.

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 the written grievance. Employees should make every effort to attend.

3.2 The employee may bring a companion to the grievance meeting if they make a reasonable request in advance and state the name of the chosen companion. The companion must be either a trade union representative or a colleague, who will be allowed reasonable paid time off from duties to act as the companion.

3.3 If the employee or their companion cannot attend at the time specified they should let the line manager/MP know as soon as possible and they will try, within reason to agree an alternative time.

3.4 The meeting may be adjourned if further investigations are needed to be carried out, after which the meeting will usually be reconvened.

3.5 The employee will be written to, usually within one week of the last grievance meeting, to confirm the decision and notify the employee of any further action that is intended to be taken to resolve the grievance. The employee will also be advised of their right of appeal.

#### **4 Step 3: Appeal**

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4.1 If the grievance has not been resolved to the employee's satisfaction they may appeal in writing to the MP, stating the full-grounds of appeal. This must be done within one week receipt of the decision.

4.2 An appeal meeting will be held, normally within two weeks of receiving the appeal. This will be dealt with impartially by a different individual who has not previously been involved in the case. The employee will have a right to bring a companion (see above).

4.2 The decision will be confirmed in writing, usually within one week of the appeal hearing. There is no further right of appeal.