



## Grievance policy

### Aims of this policy

The objective of this policy is to ensure that all employees are dealt with in fair, consistent and respectful way to ensure that they are able to perform effectively and be satisfied with their employment. The grievance policy enables individual employees to raise grievances with management about their employment either by themselves or with representative.

### Our Policy

*(Name of organization here)* is committed to a policy of treating all our employees consistently, fairly and with respect.

It is our policy to ensure that employees with a grievance about their employment can use a procedure which can help to resolve grievances as quickly, as fairly and as near to the point of origin as possible.

Throughout any stage of the grievance procedure, you have the right to be accompanied by a work colleague of your choice or if your grievance concerns a breach of common law, or statutory duty on the part of your employer you have the right to be accompanied at any stage of the grievance procedure by a trade union official of your choice. Equally, someone representing your employer's views may also be involved in the discussions.

The use of this procedure will not prejudice your future employment prospects with your employer.

### Responsibility for the policy

This policy is endorsed from the highest level of *(name of organization here)*, with the Area Manager having direct responsibility for it.

The Area Manager is responsible for:

1. Implementing the policy
2. Giving guidance to assistant managers

Assistant managers are responsible for:

1. Day to day implementation of the policy
2. Giving guidance to employees