

## **Grievance and Appeal Policy & Procedure**

### **Purpose and Scope**

It is the project's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and fairly as possible.

### **Informal discussions**

If you have a grievance about your employment you should discuss it informally with your immediate supervisor. We hope that the majority of concerns will be resolved at this stage.

### **Procedure**

#### **Stage 1**

If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to your immediate supervisor. The supervisor must give a response within five working days in an endeavour to resolve the matter.

#### **Stage 2**

If the matter is not resolved, you may raise the matter, in writing, with your manager, who must give a response within five working days. You may be accompanied at this meeting by a fellow worker of your choice or by a trade union official.

#### **Stage 3**

If the matter is not resolved to your satisfaction, you may appeal against the decision.

### **Appeals**

An employee who wishes to appeal against any grievance decision must do so to the named person in the organisation within five working days. The employer will hear the appeal and decide the case as impartially as possible.

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