

# Company Grievance Policy Framework

## 1. Purpose

This policy establishes a clear framework for addressing and resolving grievances raised by employees in a fair, prompt, and confidential manner.

## 2. Scope

This policy applies to all employees, contractors, and interns of [Company Name].

## 3. Definitions

- **Grievance:** A formal or informal complaint raised by an employee concerning their work, conditions, relationships with colleagues, or any aspect of employment.

## 4. Principles

- Fairness and transparency in handling grievances
- Confidentiality of all proceedings
- Protection from retaliation
- Timely resolution

## 5. Grievance Procedure

1. **Informal Stage:** Employees are encouraged to attempt to resolve grievances informally with the person(s) involved or their supervisor.
2. **Formal Stage:** If the issue is unresolved, a written grievance should be submitted to the Human Resources Department.
3. **Investigation:** HR will investigate the grievance in a fair and impartial manner.
4. **Resolution:** HR will provide a written response outlining the outcome and any corrective actions.
5. **Appeal:** If unsatisfied, the employee may appeal, and a senior manager will review the case.

## 6. Responsibilities

- Employees: Raise concerns promptly and cooperate with the procedure.
- Managers: Facilitate open communication and ensure timely action.
- HR: Administer the process and maintain records.

## 7. Confidentiality

All parties must maintain confidentiality throughout the process, except where disclosure is necessary for investigation and resolution.

## 8. No Retaliation

Retaliation against any employee who raises a grievance in good faith is strictly prohibited.

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*[Company Name] reserves the right to amend this framework as necessary.*