

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.

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