

Professional Grievance Policy

Effective Date: [Insert Date]

Policy Owner: [Insert Department or Role]

1. Purpose

This policy establishes a procedure for employees to raise concerns or grievances relating to their work, working environment, or working relationships, and to facilitate a fair and prompt resolution.

2. Scope

This policy applies to all employees of [Organization Name], regardless of their role, location, or length of service.

3. Definition of Grievance

A grievance is a concern, problem, or complaint raised by an employee regarding their employment, working conditions, or treatment by colleagues or management.

4. Policy Statement

- Employees are encouraged to raise concerns promptly and constructively.
- All grievances will be treated seriously and handled confidentially.
- No employee will suffer any detriment for raising a genuine grievance.

5. Grievance Procedure

1. **Informal Resolution:** Employees are encouraged to discuss concerns informally with their line manager or supervisor in the first instance.
2. **Formal Grievance:** If the issue is not resolved informally, the employee should submit a written grievance to Human Resources or a designated person.
3. **Investigation:** The grievance will be investigated, and both parties may be interviewed as part of the process.
4. **Outcome:** A decision will be communicated in writing, outlining any actions to be taken.
5. **Appeal:** If the employee is dissatisfied with the outcome, they may appeal following the procedures set out in this policy.

6. Confidentiality

All information related to a grievance will be kept confidential and shared only with those involved in resolving the matter.

7. Monitoring and Review

This policy will be regularly reviewed and updated to ensure its effectiveness and compliance with relevant legislation.

8. Contacts

For further information or to submit a grievance, please contact Human Resources at [contact information].

Document Version: [Insert Version Number]
Next Review Date: [Insert Date]