

# HR Grievance Procedure Policy

**Policy Number:** HR-XXX

**Effective Date:** [Insert Date]

**Review Date:** [Insert Date]

## 1. Purpose

This policy outlines the procedure for employees to raise grievances relating to their employment and ensures all grievances are addressed promptly, fairly, and consistently.

## 2. Scope

This policy applies to all employees of [Company Name] at all locations.

## 3. Policy Statement

[Company Name] is committed to creating a positive working environment. Employees are encouraged to voice work-related issues or concerns in accordance with this grievance procedure.

## 4. Grievance Procedure

### 1. Informal Resolution

- Employees should first attempt to resolve any grievance informally by discussing it with their immediate supervisor or manager.

### 2. Formal Grievance

- If the issue is not resolved informally, the employee should submit a formal, written grievance to Human Resources.
- The grievance should detail the nature of the complaint, including any relevant facts, dates, and names of those involved.

### 3. Investigation

- HR will acknowledge receipt, investigate the grievance, and may interview relevant parties.
- Investigations will be conducted impartially and confidentially.

### 4. Outcome

- HR will communicate the outcome of the investigation to the employee in writing.
- If unsatisfied, the employee may appeal to higher management.

## 5. Confidentiality

All grievance matters will be handled with strict confidentiality. Information will only be shared with those directly involved in the resolution process.

## 6. Non-retaliation

[Company Name] prohibits retaliation against any employee who raises a grievance in good faith.

## 7. Responsibilities

- Employees: Raise grievances in a timely and constructive manner.
- Managers/Supervisors: Respond promptly and empathetically to grievances.
- HR: Ensure fair investigation and resolution of all grievances.

## 8. Related Documents

- Employee Handbook
- Code of Conduct

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*[Company Name] – Human Resources Department*