

Staff Grievance Policy

1. Purpose

This policy aims to provide a clear and fair process for staff members to raise and resolve grievances related to their employment.

2. Scope

This policy applies to all staff members.

3. Policy Statement

All staff have the right to express concerns or complaints about their working environment or conditions without fear of reprisal.

4. Grievance Procedure

1. **Informal Resolution:** The staff member is encouraged to discuss the concern directly with the person involved or their immediate supervisor.
2. **Formal Grievance:** If unresolved, the staff member should submit a written grievance to HR or a designated officer.
3. **Investigation:** The grievance will be reviewed and investigated. All parties will be given the opportunity to present their perspective.
4. **Outcome and Appeal:** A decision will be communicated in writing. The staff member may appeal if dissatisfied with the outcome.

5. Confidentiality

Grievances will be handled with appropriate confidentiality.

6. No Victimisation

No staff member will be penalised for raising a genuine grievance.

7. Review

This policy will be reviewed periodically and updated as required.