

Standard Company Grievance Procedure Template

1. Purpose

This Grievance Procedure is established to provide a clear and fair process for employees to raise concerns, problems, or complaints relating to their work, working conditions, or relationships with colleagues.

2. Scope

This procedure applies to all employees of [Company Name].

3. Principles

- All grievances are taken seriously and handled promptly, impartially, and confidentially.
- No employee will suffer any detriment for raising a genuine grievance.
- Resolution is sought at the earliest possible stage.

4. Procedure

Stage 1: Informal Resolution

1. Employees are encouraged to raise concerns informally with their line manager as soon as possible.
2. If resolved, no further action is needed.

Stage 2: Formal Grievance

1. If unresolved informally, the employee should submit a written grievance to their manager or HR.
2. An investigation may be carried out to establish the facts.
3. A grievance meeting will be arranged to discuss the matter.

Stage 3: Outcome and Appeal

1. After careful consideration, the outcome will be communicated in writing to the employee.
2. If dissatisfied, the employee may appeal the decision in writing within [number] days.
3. A further meeting will be held to review the appeal, with the final decision communicated in writing.

5. Records

Records of all grievances, meetings, and outcomes will be kept securely and confidentially.

6. Review

This policy will be reviewed periodically and amended as necessary.