

# 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.