

Grievance Procedure Template

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Last updated: April 2016

## Grievance procedure

[*Organisation name*]’s aim is always to encourage employees to have an open and honest relationship with their line manager and colleagues and to raise any concerns about any aspect of their employment in an appropriate manner. This procedure should be used to settle all disputes or grievances which you may wish to raise concerning other employees or volunteers, your work, the organisation or other matters relating to your employment or volunteering. The purpose is to settle any grievance fairly, simply and quickly.

## **Stage 1**

If you have a grievance about a matter concerned with your employment you should set out your grievance in writing and send the statement or a copy of it to your line manager.

## **Stage 2**

Your manager will invite you to a hearing to discuss the grievance. You have the right to be accompanied at this hearing by a colleague or by a trade union official.

After the hearing your manager will inform you of *[organisation name]*’s response to your grievance.

## Stage 3

If you wish to appeal against *[organisation name]*’s response to your grievance you should contact your line manager. You have the right to be accompanied at this hearing by a colleague or by a Trade Union Representative.

Where reasonably practical, the appeal will be dealt with by a more senior manager than the one who attended the first hearing.

Full details of *[organisation name]*’s Disciplinary and Grievance Procedures are available.

This Disciplinary and Grievance procedures is not legally binding and do not form part of your contract of employment.



[www.staffsquared.com](http://www.staffsquared.com)

[hello@staffsquared.com](mailto:hello@staffsquared.com)

0800 033 7569