



## Employment – 4.6 Grievance Procedure

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### Policy Statement

The purpose of the Grievance Procedure is to allow for issues arising in the work place to be resolved as speedily and informally as possible. In the majority of cases these matters may be dealt with informally by bringing the areas of concern to the attention of the Manager.

### Procedures

Where the matter cannot be resolved informally the procedure for resolving it formally is as follows:

#### 1. First Stage

You should put your grievance in writing to the manager. If the grievance is contested, he/she will invite you to a meeting to discuss the matter; you have the right to be accompanied by an accredited trade union representative or a work colleague.

#### 2. Stage Two

When the matter cannot be resolved at stage one, you have the right to raise the matter to the Management Committee for reconsideration. You will be permitted to present your case and can be accompanied as per stage 1. A written decision on the matter will be given within 10 working days from the meeting; if this is not practicable you will be given an explanation and told when to expect a response. The decision of the Management Committee is final in these matters.

All records will be kept confidentially in accordance with relevant legislation.



## Guidance

ACAS

<https://www.acas.org.uk/>

This policy was adopted by Starlings Preschool

On 6<sup>th</sup> September 2021

Date to be reviewed

Signed on behalf of the management committee

Name of signatory Tricia Hunt

Role of signatory Chairperson