



GRIEVANCE POLICY

1. INTRODUCTION

This procedure shall be followed in dealing with a grievance raised by a member of staff or volunteer involved with Forest Pulse, providing that the grievance is **not** concerned with disciplinary matters. In such cases the disciplinary policy will be followed.

It is hoped that this procedure will lead to the quick and easy resolution of any grievances you may have and that, as far as possible, matters will be dealt with in the early stages of the procedure and as fairly as possible.

You may be accompanied by a trade union official, a friend or family member at any stage during this procedure if you wish.

Time limits referred to in this procedure may be extended, with the agreement of all parties concerned.

2. GENERAL PROCEDURAL STAGES

Informal discussions

If you have a grievance about your employment you should discuss it informally with your immediate supervisor and/or the Charity Manager/Development Manager. We hope that the majority of concerns will be resolved at this stage.

Stage 1:

If you feel that the matter has not been resolved through informal discussion, you should put your grievance in writing to the Charity Manager. The Charity Manager must give a response within 10 working days in an endeavour to resolve the matter.

Stage 2:

If the matter is not resolved, you may raise the matter, in writing, with the Chair of the Trustee Management Committee, who must give a response within 10 working days.

Stage 3:

The Chair of the Trustee Management Committee, or their representative, will then within 10 working days arrange a meeting to resolve the grievance which will be attended by you, a trade union representative, friend or family member if requested, the Charity Manager and, if applicable, the immediate supervisor involved.

As soon as possible after they have met and, in any event not later than 10 working days after the meeting, the Chair of the Trustee Management Committee, or their representative, will ensure that you receive in writing a response to the grievance.

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Appeal

If you still feel aggrieved you must write to the Trustee Management Committee within 10 days of receiving the letter referred to in Stage 3 above. The Trustee Management Committee will then arrange for a panel of up to 3 trustees to consider the matter. This panel will then, within 15 days of receipt of the letter from you, arrange a meeting with all those attending the meeting under Stage 3 above.

The decision of the panel shall be final and will be communicated in writing to you within 10 days.

Reviewed and Approved by Trustees 14th March 2018

Signed on Behalf of Trustees Name/Role