

Grievance Policy

Employees who have a grievance with the Company relating to any aspect of their employment should in the first instance, wherever possible, discuss it at any time with their line manager.

If the grievance is not satisfactorily resolved in informal discussions, employees have a duty to state in writing to the Administration Manager or the Human Resources Department the full details of their grievance, in confidence.

A formal meeting will then be arranged as soon as possible, normally within ten days. Following which written confirmation of the outcome will be forwarded to the employee within twenty-eight days of the grievance being received.

Employees have a duty to make all reasonable attempts to attend any meeting arranged.

Employees will have the opportunity to be accompanied at any formal meeting by a fellow employee or an accredited Trade Union Official should they so wish.

Employees who are dissatisfied with the outcome of the grievance have the right to appeal. For further information about the rights of appeal, please refer to the Appeals Procedure. To exercise this right, employees should confirm their appeal in writing stating the reasons for appeal.

All appeals will be heard normally within five working days and confirmation of the outcome will be issued in writing within ten days of the appeal being received.

There is no further right to appeal from this stage.