Grievance Procedure

The Charity encourages employees to attempt to discuss any grievance informally with their Line Manager in the first instance.

If the grievance cannot be resolved informally, the employee should provide details of their concerns in writing to their Line Manager for formal consideration. The employee may be invited to attend a fact find meeting; this will precede the grievance meeting.

If it is not appropriate to raise a grievance with the Line Manager, the employee should raise their concerns with a Trustee.

The Charity may invite the employee to attend a grievance meeting to consider the grievance. The Charity will endeavour to notify the employee in writing of the outcome of the grievance meeting within ten working days.

If the employee is not satisfied with the outcome of the formal grievance meeting, they may refer their grievance to the Chair of the Board of Trustees by setting out in writing the grounds of the appeal. Any appeal must be received within five working days of the day upon which the employee received written notification of the outcome of the first formal grievance meeting.

The employee may be invited in writing to attend a second formal grievance meeting with the Chair of the Board of Trustees (or their nominated representative). The Charity will endeavour to notify the employee of the outcome of this second meeting in writing within ten working days.

The outcome of this second meeting will be final and the internal grievance procedure is then exhausted.

Right to be accompanied

At any formal grievance meeting the employee has the right to be accompanied by a colleague or an accredited trade union representative or official.

The person the employee chooses to accompany them at the meeting will be permitted to address the meeting, respond on the employee’s behalf to any view expressed at the meeting and to ask questions. The employee will also be able to confer freely and privately with the companion. However, the employee’s companion will not be permitted to answer questions on the employee’s behalf.

If the person the employee wishes to accompany them is unable to attend the meeting at the time proposed by the Charity, the Charity will postpone the meeting. The employee will be asked to propose a new time, agreed between the employee and their companion, for the meeting to take place. The time suggested must be reasonable and must be no later than five working days from the first full working day after the cancelled meeting.