

PLAY MONTGOMERYSHIRE

Registered Charity No 1000016

GRIEVANCE PROCEDURE

Set out below is Play Montgomeryshire's grievance procedure. This does not form part of your contract of employment but represents Play Montgomeryshire's current practice, which may vary from time to time.

A Grievance is any dissatisfaction or complaint that any member of paid or voluntary staff has with the organisation.

This procedure should be used to settle all disputes and grievances which you wish to raise concerning other employees, your work, the organisation or other matters relating to your employment. The purpose is to settle any grievance fairly, simply and quickly.

1. If your grievance concerns another employee, you should if possible first discuss and try to resolve it with that person
2. If this does not resolve the matter, or if the matter involves your employment rather than another employee, you should refer it to your manager (or the chairperson of the management committee, or in their absence, to the vice-chairperson). If the matter concerns your manager you should refer it to his/her manager, or if she/he has none, to the chairperson of the management committee
3. Unless there is a good reason for not doing so, a grievance matter should generally be raised within one month of the incident to which it refers.
4. You will be given an initial reply in writing within a reasonable period, which will generally be within two weeks of your raising the matter. If it is not possible to give a complete reply at this stage, you will be given a further written reply as soon as reasonably practicable
5. If the matter remains unresolved, the person dealing with it will refer it to a meeting of some/all of the management committee's employment sub-group. The meeting will be held as quickly as is reasonably practicable.
6. You are entitled to attend this meeting and if you wish, to be accompanied by a trade union representative, a fellow employee or a non lawyer friend. You and/or the person accompanying you are entitled to address the meeting.

7. The decision of the panel will be given to you in writing as soon as is reasonably practicable after the meeting.

Appeal

8. If a matter which you think should be referred to a panel is not referred, a meeting is not held within a reasonable period or you are dissatisfied with the decision of the panel, you should write to the chairperson of the management committee specifying the issues you want to appeal or contest
9. The chairperson of the management committee will ensure that the matter is considered at the next meeting of the management committee or the Appeals Sub-Group appointed by it (unless there are less than five working days between receipt of your request and the date of the meeting, in which case the chairperson may hold it over until the following meeting)
10. The decision of the management committee or Appeals Sub-Group will be given to you in writing as soon as is reasonably practicable after the meeting. Their decision is final and there is no further right of appeal
11. You should ensure that there is no unreasonable delay in the implementation of this procedure.

This procedure will be reviewed on at least an annual basis.

Accepted at the meeting dated / /

Signed.....(Chairperson)

I have read and agree to abide by this policy.

Signed.....

Dated.....