

0161 797 7366

info@brandlesholme.com

www.brandlesholme.com



375b Brandlesholme Road,
Bury, Greater Manchester.
BL8 1HS

Discipline and Grievances policy

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Version	Date created	Date ratified	Author	Summary of changes
1.0	Sept 2020	Sept 2021	BJ Pinder	New Policy

DISCIPLINE AND GRIEVANCES AT WORK POLICY

DEALING WITH GRIEVANCES INFORMALLY

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with your Chief Officer. You may be able to agree on a solution informally between you.

FORMAL GRIEVANCE

If the matter is severe and you wish to raise the issue formally, you should set out the grievance in writing to your Chief Officer. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against your Chief Officer and you feel unable to approach him or her you should talk to the Vice-chair.

GRIEVANCE HEARING

Your Chief Officer will call you to a meeting, generally within five days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request; They must not be associated with the grievance (neutral)

After the meeting, the Chief Officer will give you a decision in writing, generally within 24 hours. If it is necessary to gather further information before making a decision, your Chief Officer will inform you of this and the likely timescale involved.

APPEAL

If you are unhappy with your Chief Officer's decision and you wish to appeal you should let your Chief Officer know.

You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by the Vice-Chair. You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting, the Chief Officer will give you a decision, normally within 24 hours. The Chief Officer's decision is final.