



# **HILBRE HIGH SCHOOL HUMANITIES COLLEGE**

## **GRIEVANCE POLICY**

## **1. Procedural Stages**

### **1.1. Stage One (informal)**

- a) If you have a grievance you should first raise it verbally with your Line Manager and the matter will be discussed with you informally.
- b) Most grievances should be resolved at this level.
- c) If the grievance is not resolved within 7 calendar days or if you consider that you have not been fairly treated, you may raise a formal grievance as set out at Stage 2 below.
- d) Any grievance you wish to raise should be done so without delay and normally within 3 calendar days of the grievance arising. The longer an employee leaves a grievance the more difficult it is for the School to investigate and deal with it.

### **1.2. Stage Two (formal)**

- a) If the grievance is not satisfactorily resolved, you may refer the matter to the Principal in writing. The Principal will decide who will deal with the grievance.
- b) The grounds of the grievance must be set out in writing.
- c) When the grounds have been established an investigation will take place.
- d) You will then be invited to attend a Grievance Hearing where the matter will be considered in detail.
- e) The outcome of that Hearing will be communicated to you in writing normally within a period of 14 calendar days depending on the complexity of the matter.

### **1.3. Stage Three (appeal)**

- a) If you remain dissatisfied you may appeal the decision of the Grievance Hearing.
- b) Any appeal must be in writing and made initially to the Principal within 7 calendar days of the decision of the Grievance Hearing. The Principal will decide who will deal with the appeal.
- c) The reasons for the appeal must be set out in writing at the time the appeal is lodged.
- d) You will then be invited to attend a Grievance Appeal Hearing.
- e) The outcome of the Appeal will be communicated to you in writing normally within a period of 14 calendar days depending on the complexity of the matter.
- f) There is no further right of appeal.

## **2. Right to be represented**

At each Hearing you have the right to be accompanied by a work colleague or a suitably authorised Trade Union Representative of your choice.