

## **GRIEVANCE POLICY AND PROCEDURE**

### **1. Who is covered by the procedure?**

- 1.1 This procedure applies to all employees regardless of length of service.
- 1.2 This procedure does not form part of any employee's contract of employment. It may be amended at any time and we may depart from it depending on the circumstances of any case.

### **2. Aim**

- 2.1 There may be occasions when there are concerns or a complaint about work, working environment or working relationships. It is important that if an employee is unhappy about anything that she/he gets it settled as soon as possible rather than let it simmer.
- 2.2 Most grievances can be resolved quickly and informally through discussion with the Church Secretary. If this does not resolve the problem you should initiate the formal procedure below reasonably promptly.
- 2.3 The aim of our grievance procedure to resolve problems quickly and fairly before they develop into anything major. At all stages of the procedure shown below, you have the right to be accompanied by a colleague or, if you are a member of a union, a representative of that Union.

### **3. Step 1: written grievance**

- 3.1 You should put your grievance in writing and submit it to the Church Secretary or a person nominated by the Church Meeting.
- 3.2 The written grievance should set out the nature of the complaint, including any relevant facts, dates, and names of individuals involved so that we can investigate it.

### **4. Step 2: meeting**

- 4.1 The Church will arrange a grievance meeting, normally within one week of receiving your written grievance. The grievance meeting will be chaired by the Church Secretary or a person nominated by the Church Meeting (**the Chairman**). You should make every effort to attend.
- 4.2 You may bring a companion to the grievance meeting if you make a reasonable request in advance and give the name of your chosen

companion to the Chairman. The companion may be either a trade union representative or a colleague, who will be allowed reasonable paid time off from duties to act as your companion.

- 4.3 If you or your companion cannot attend at the time specified you should let the Chairman know as soon as possible and the Chairman will try, within reason, to agree an alternative time.
- 4.4 The Chairman may adjourn the meeting if he considers that further investigation is necessary, after which the meeting will usually be reconvened.
- 4.5 The Chairman will write to you, usually within one week of the last grievance meeting, to confirm his decision and notify of you of any further action that he intends to take to resolve the grievance. The Chairman will also advise you of your right of appeal.

## 5. **Step 3: appeals**

- 5.1 If the grievance has not been resolved to your satisfaction you may appeal in writing to Church Secretary, stating your full grounds of appeal, within one week of the date on which the decision was sent or given to you.
- 5.2 The Church will hold an appeal meeting, normally within two weeks of receiving the appeal. This will be dealt with impartially by a person nominated by the Church Meeting who has not previously been involved in the case (**the Appeal Chairman**). You will have a right to bring a companion (see paragraph 4.2).
- 5.3 The Appeal Chairman will confirm the Church's final decision in writing, usually within one week of the appeal hearing. There is no further right of appeal.