

Scopulus

Grievance procedure for employees, supervisors and managers involved.

www.Scopulus.co.uk

ers,
involved.

Scope:

This grievance procedure applies to all employees of Scopulus who are employed on a full-time basis.

Scopulus

This procedure covers all employees of Scopulus, including those employed on a part-time basis, including condition of service and any acts of discrimination.

www.Scopulus.co.uk

their employment
and any acts of

This procedure is not intended to be used in place of disciplinary procedures.

cess within the

Optional –

[There is a separate procedure for the handling of complaints.]

Scopulus

Principles:

www.Scopulus.co.uk

tion as possible

1.1 The aim of this procedure is to resolve any individual grievance as quickly and fairly as possible.

Scopulus

1.2 Wherever possible, employees should be encouraged to resolve their grievances informally without recourse to formal procedures. The procedure below should be followed.

ally without
e below should be

1.3 At any stage of the procedure, employees may be accompanied by a union representative or a fellow employee.

www.Scopulus.co.uk

e accompanied by

1.4 The representative should accompany an employee to any meeting held to discuss the grievance.

request to

1.5 The representative should accompany the employee to any meeting held to discuss the grievance.

Scopulus

a result of

1.6 Efforts should be made to resolve the grievance as quickly as possible. If the grievance has not been resolved after it has been raised but it should be noted that the grievance should not be raised in exceptional circumstances.

www.Scopulus.co.uk

er it has been
ne meeting to hear
ot in exceptional

1.7 Proceedings may be suspended if either party requires anything else to be done.

Scopulus

mpers to cool or
f the problem.

1.8 The term employee includes full-time, part-time, casual, temporary, contract, agency, homeworkers and those on secondment.

www.Scopulus.co.uk

kers, home

1.9 This procedure may be amended or altered if it appears that circumstances have changed.

altered. If it
rected.

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

1.10 If anyone un
grievance may

mation the

Scopulus

2 Stage 1: Referr

2.1 The employee s
[supervisor/dept.]

eir

www.Scopulus.co.uk

2.3 If the supervis
meeting then the e
issue should be re

ne need for a
king days and the

2.4 If necessary th
and will be inform

Scopulus

uss the grievance

2.4 After the meet
writing, normally

t] will respond in

www.Scopulus.co.uk

2.5 If the grievanc
should be dealt wi

hen the matter
].

Scopulus

2.6 If the grievanc
should be dealt wi

hen the matter

2.7 If the grievanc
dealt with by [and

e matter should be

www.Scopulus.co.uk

3 Stage 2

3.1 If the issue is r
can raise it with th
receiving the letter

a grievance, they
0 working days of

Scopulus

3.2 The [Personne
working days

nce within 5

www.Scopulus.co.uk

3.3 If [dept. head.
the need for a mee
working days and

nally and without
g within 10

Scopulus

3.4 If the matter ca
meeting for the ma

will arrange a
nnel manager].

www.Scopulus.co.uk

3.5 After the meet
normally within 10

in writing,

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

4 Stage 3

4.1 If the issue is not resolved more with the [general manager] within 5 working days of receipt

the matter once notified it within 10 working days [in writing].

Scopulus

4.2 The [Personnel Director] will arrange a meeting for the matter within 5 working days

the matter once notified it within 5 working days [in writing].

www.Scopulus.co.uk

4.3 If [general manager] will arrange a meeting for the matter within 5 working days of receipt of the grievance informally and with the [Personnel Director] in writing within 15 working days if reasonable.

the grievance will be informed in writing as is the case with the grievance.

Scopulus

4.4 If the matter cannot be resolved by a meeting for the matter within 5 working days of receipt of the grievance [in writing].

the grievance will be arranged a meeting for the matter within 5 working days of receipt of the grievance [in writing].

www.Scopulus.co.uk

4.5 After the meeting for the matter within 5 working days of receipt of the grievance [in writing, normally within 5 working days of receipt of the grievance]

the grievance will be responded to within 5 working days of receipt of the grievance [in writing].

Scopulus

4.6 The decision of the [Personnel Director] will be final.

the grievance is the final decision of the [Personnel Director].

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk