



Grievance Procedure

It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.

Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if matters cannot be resolved informally, then they should be raised formally, in writing.

You have the right to be accompanied at any stage of the procedure by a trade union representative or fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly. You may ask for any meeting to be postponed if the person who you wish to accompany you is not available on the date proposed.

If you are complaining about an individual, the person complained against will be made aware of the complainant's identity and the nature of their complaint. It will also be made clear to them that any attempt at victimisation as a result of the complaint will be treated extremely seriously under the College's disciplinary procedures.

If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure), you should first raise the matter with your Line Manager, explaining fully the nature and extent of your grievance. If your grievance is with your Line Manager, you should raise the matter with your Line Manager's Line Manager.

You will then be invited to a meeting normally within 10 working days at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within 10 working days of the meeting, including your right of appeal.

Every attempt will be made to complete the investigation as quickly as possible and normally it will be completed within four weeks. If this is not possible the complainant will be given the reasons why and will be given further information about the expected completion date.

Appeal

The appeal should be made in writing to the individual named in the outcome letter. The employee should clearly state the grounds of appeal, i.e. the basis on which they say that the

decision taken was wrong. This should be done within 10 working days after the written notification of the outcome. An appeal meeting will be arranged to take place normally within 10 working days of the submission of the formal appeal, unless an extension to the appeal hearing date has been agreed.

The employee should ensure that they attend the meeting at the specified time. If they are unable to attend because of circumstances beyond their control, they should

inform their line manager of this as soon as possible. If they fail to attend without explanation, or if it appears that they have not made sufficient attempts to attend, the hearing may take place in their absence.

The appeal hearing will be conducted by the individual named in the outcome letter. This may be a panel of the Governing Body chaired by the Rector or by an alternate acting on his or her authority. In the case of an appeal panel, the appeal chairperson will be assisted by two Governing Body Fellows appointed by the Chairperson. The appeal panel or individual will consider the grounds that have been put forward and assess whether or not the decision reached was appropriate.

Following the appeal meeting, the employee will be informed of the outcome normally within 10 working days. The outcome of this meeting will be final.

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