

## Windsor Academy Trust

### **Grievance Policy**

<b>Grievance Policy</b>	
<b>Responsible Committee:</b>	Windsor Academy Trust, Board of Directors
<b>Date revised by Board of Directors:</b>	8 February 2024
<b>Implementation Date:</b>	1 April 2024
<b>Next review date:</b>	March 2026



2.5 A grievance is a complaint by an employee about any aspect of their employment such as:

- a) Terms and conditions of employment.
- b) Health and safety.
- c) Work relations.
- d) Bullying and harassment
- e) New working practices.
- f) Working environment.
- g) Organisational change.
- h) Discrimination
- i) Pay (except where dealt with under the Pay Policy).

2.6 The grievance must be one that lies within the power of management and Board of Directors of WAT to resolve, e.g. it must not be a grievance about matters determined by legislation or collective agreements. Where another policy is used to address the grievance then the grievance procedure is not available in addition.

2.7 A grievance arising from dismissal or disciplinary action is to be resolved by appeal within the relevant policy. The grievance procedure is **not** available in addition to, or in substitution for the disciplinary procedure unless the grievance is against the person(s) who is/are the decision makers of the disciplinary issue.

2.8 Where an employee raises a grievance during any existing process or procedure (e.g. Disciplinary) that process may be temporarily suspended in order to deal with the grievance. However, where the grievance and the existing process are not related, it



### **3.3 Stage 3: Formal Grievance Appeal Hearing**

writing, setting out the grounds of their appeal, within 5 working days of receiving the written confirmation of the original decision. The employee must detail how they consider the grievance procedure has not been correctly applied, and/or how the outcome was not reasonable or proportionate.

3.3.2 An Appeal Panel shall be convened as soon as practicably possible after receipt of the appeal letter. The Appeals Panel may have a HR adviser attend, who may also be involved in its private deliberations. The HR adviser shall not have a vote in the decision of the Appeals Panel. The employee may be accompanied by a companion.

3.3.4 The Appeals Panel will confirm its final decision in writing, as soon as reasonably possible

## Appendix A - Employee's Notification of Grievance

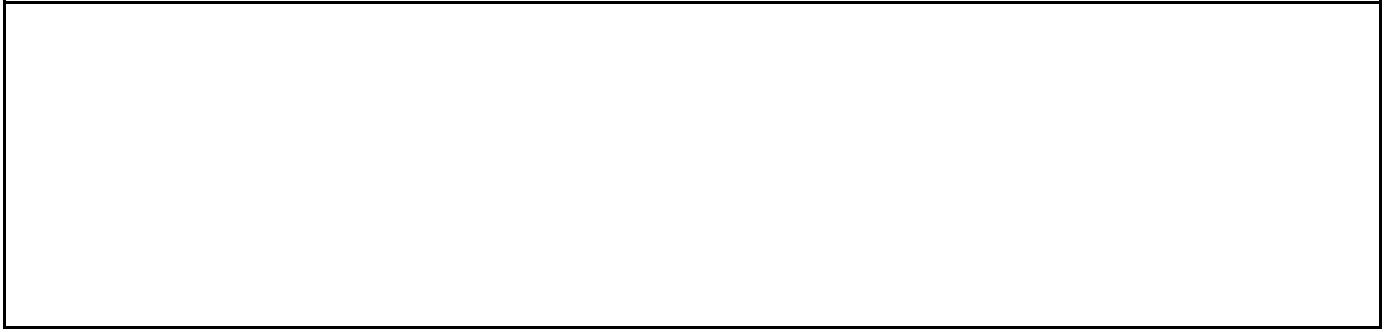
This form should be used to submit a grievance in accordance with Stage 2 of this Grievance Procedure. You are advised to keep a copy. Please be aware that the information will, in normal circumstances, be shared with any person/s complained about. Please think carefully about what you write.

1. Name: \_\_\_\_\_

Post held: \_\_\_\_\_

2. Describe briefly (continue on separate page if necessary):

2.1. The nature of your grievance. Please include all relevant facts, dates and names of people involved and any witnesses.



Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_