



TITLE	REF	VERSION
Grievance Procedure	HRPRO006	1.0

  

DEPARTMENT	Group HR		
DATE	July 2023	REVIEW DATE	July 2025

# GRIEVANCE PROCEDURE

## Procedure Statement

decisions will be confirmed in writing within five working days of any meeting.

**1.10** You have the right to be accompanied by

questions on your

### **3.0 The Grievance Meeting**

3.1 The senior manager will meet you and ask you to set out your concerns. You may be accompanied by a representative at this meeting. The senior manager may choose to ask you questions about your concerns and will give you the opportunity to explain them fully.

### **3.2 Concerns or complaints about colleagues**

If you have raised a concern or complaint about your colleagues, they will be asked about it. As part of this process, they may be informed who has raised the concern. The other staff members concerned will be asked to give their account of the events to the senior manager. If necessary, the senior manager may meet you again to discuss what your colleagues have said and to allow you to respond to it. The senior manager will consider all of the matters raised at the meeting and may at their discretion conduct further investigations if needed. This process will continue until they are able to make a decision on how the matter is to be

5.3 Where a grievance is about a person or group of people, those being complained about will receive a copy of the grievance.

**6. Dealing with ex-employees or those who are leaving.**

6.1 Grievances submitted after an employee has left Activate Learning may be considered where appropriate. Activate Learning notes that some cases with outgoing staff can raise important issues which may warrant investigation. If an employee raises a grievance prior to leaving/dismissal but the process has not yet been completed then we will conclude the process as best as reasonably possible, at that end date of employment. Employees who have left during the grievance process have no right of appeal against the outcomes.

**References**

Capability Procedure

Disciplinary Procedure

Sickness Absence Procedure

Probation Procedure



**FORMAL NOTIFICATION OF AN EMPLOYEE GRIEVANCE (continued)**

**OUTCOMES REQUESTED BY EMPLOYEE (Please detail below):**

**Record of Action to Date (employee to complete).**

**STAGE 1 - Informal**

- a) **Employee to whom direct approach made:**
- b) **Date of Interview with Line Manager:**
- c) **Did you receive a decision from your Line Manager within 5 working days\* YES / NO\***
  
- d) **Did you receive in writing your Line Manager's decision?**  
**YES / NO\***

**If response is 'Yes', please attach a copy.**

**STAGE 2 - FORMAL**

- e) **Date form submitted to the Group Director of People and Development:**

**Signed \_\_\_\_\_ Date**

**(\* delete as appropriate)**