

# Grievance Policy

## Policy brief & purpose

Our Employee Grievance Policy aims to provide a fair and transparent mechanism for employees to address and resolve their grievances. This policy is designed to ensure that all employees have a channel through which they can express their concerns, and that appropriate action is taken to resolve these issues promptly.

What is covered under the Grievance Policy?

This policy covers grievances related to any aspect of employment, including but not limited to:

- Harassment or discrimination
- Working conditions
- Compensation and benefits
- Managerial conduct
- Workplace safety
- Violation of company policies

Employees are encouraged to bring forward their grievances to ensure a healthy and productive work environment.

## Scope

This policy applies to all employees of our company as well as to visitors, contractors and temporary staff.

## Policy elements

Employees are encouraged to follow the grievance resolution process outlined below:

1. **Informal Resolution:** Employees are encouraged to first attempt to resolve their grievance informally by discussing the matter with their immediate supervisor or the person involved. This step is intended to facilitate open communication and resolve issues at the earliest stage.
2. **Formal Grievance Submission:** If the grievance persists after attempting informal resolution, the employee may submit a formal written grievance to the Human Resources (HR) department. The written grievance should include a detailed description of the issue, individuals involved, and any evidence or supporting documentation.
3. **Investigation:** The HR department will conduct a thorough and impartial investigation into the grievance. This may involve interviewing relevant parties, reviewing documents, and gathering any necessary information to make an informed decision.
4. **Resolution:** Following the investigation, HR will work towards resolving the grievance in a fair and timely manner. This may involve implementing corrective actions, providing mediation, or taking any necessary steps to address the issue.

## Disciplinary Consequences

Any employee found to be retaliating against an individual who has submitted a grievance will be subject to disciplinary action. Disciplinary consequences for violating this policy may include, but are not limited to:

- Verbal or written warnings
- Suspension
- Termination of employment

Managers and the HR department will collaborate to determine the appropriate disciplinary action based on the severity and recurrence of the violation.

This policy is intended to promote a work environment where employees feel heard, respected, and supported in resolving their concerns. All employees are expected to adhere to and respect the grievance resolution process outlined in this policy.

**APPROVED:**

***This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.***



**Craig Riding**

**Director**



**Derek McGuinness**

**Director**