

Grievance Policy and Procedure

It is York Area Meeting's policy to encourage employees with grievances relating to their employment to use the procedure below to seek satisfactory solutions. The organisation will try to resolve grievances as quickly as possible to the satisfaction of the individual(s) concerned. Where this is not possible, every effort will be made to explain the reasons for the decision.

It is hoped that most grievances will be resolved following informal discussion. If an employee is not satisfied with the outcome, he/she has the right to pursue the grievance to a formal stage.

Employees who have raised grievances will be treated fairly at all times, before, during and after the grievance hearing(s).

PROCEDURE

Informal stage

If you have a grievance about your employment you should discuss it informally with your immediate manager. The manager will give a response within five working days.

Formal Stage

If you feel that the matter has not been resolved satisfactorily through informal discussions, you must put your grievance in writing to your immediate manager. You will receive a reply within five working days and a meeting will be arranged. You, any relevant witnesses and the manager will attend the meeting. A Member of a related committee eg: Wardenship or Premises, or an Elder may be invited to attend the formal grievance meeting to act as a witness and note-taker. You may choose to be accompanied by a colleague, Member of the Meeting, lay or trade union official. The manager will give a response within five working days of the Meeting and will inform you of the appeals procedure.

Appeal

If the matter is not resolved to your satisfaction, you may put your request for an appeal in writing to a trustee. You will receive a reply within seven working days and a meeting will be arranged. The Trustees will give a decision within five working days of the meeting. This decision will be final.

Timescales

The time-scales listed above will be adhered to wherever possible. Where there are good reasons, eg: the need for further investigation or the lack of availability of witnesses or companions, each party can request that the other agrees to an extension of the permitted time-scale.

Investigations

York Area Meeting is committed to ensuring that all grievances are investigated fully. This may involve carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. The investigation report will be made available to all the parties concerned. The identity of witnesses will be kept confidential where necessary. The investigation will be carried out by someone independent of the managers and Trustees involved in the hearing or appeal.

York Area Quaker Meeting

Staff Grievance Policy and Procedure approved by Trustees 14/10/2018

Grievances concerning an immediate manager

You may raise a complaint directly with the Trustees if it concerns your immediate manager or if it is of too personal or sensitive a nature to raise with your immediate manager. Complaints concerning discrimination, bullying or harassment by your immediate manager may be raised directly with a trustee. This may be done informally or formally.

'Whistle-Blowing'

If your complaint concerns an alleged wrongdoing or criminal offence you should raise it immediately with a trustee. The Public Interest Disclosure Act 1998 (known as the Whistle-blowers' Act) protects employees who make certain disclosures.

Grievances and the disciplinary procedure

The grievance procedure may not be used for appeals against disciplinary decisions. If, however, you have a complaint against the behaviour of a manager during the course of a disciplinary case, you may raise it as a grievance with the Clerk of the Local Meeting. The disciplinary procedure may be suspended for a short period if necessary until the grievance can be considered.

Notes

Employees are encouraged to raise grievances and will not suffer any detriment from doing so. However if your grievance is found to be malicious or to have been made in bad faith, you will be subject to the organisation's disciplinary procedure.

The organisation reserves the right to seek assistance from external facilitators at any stage in the grievance procedure.

Note that the policy and procedure set out above does not form part of employees' contracts of employment and may be changed by the employer in its absolute discretion at any time.

Approved by TRUSTEES October 2018