



**RADLEY**

## **Grievance Procedure**

**March 2024**

# Grievance Procedure

## 1. Introduction

- 1.1 The object of this Grievance Procedure is to enable any employee who considers that they have a grievance or complaint arising from their employment with the College to have it dealt with within as short a time as is practicable. Anyone wishing to use this Procedure may do so freely, as is their right and, in respect of the Standard Procedure, without prejudice to their position within the College. It applies to all employees, irrespective of service.
- 1.2 If you wish to seek guidance in relation to the Grievance Procedure you should contact the HR Department. If your grievance relates to your Head of Department and you feel uncomfortable about asking him/her about the Procedure you may go to the Bursar or to the Warden, or in the case of a grievance relating to the Warden to one of the nominated Council members with specific responsibility for Common Room.
- 1.3 It is often the case that any concern you have in relation to your working environment or working life is most naturally addressed informally with the other person or people concerned, or with your Head of Department. The College wishes to encourage quick, informal resolution where possible; but notes that raising matters in this way, even with your Head of Department, is not the same thing as formally invoking the Grievance Procedure. The reason why the distinction is important is that your obligations/rights under this Procedure only arise when you make a formal complaint under it. In particular, you will not have a right of appeal or any right to side-step any part of the Procedure purely by virtue of the fact that you have raised the same matter(s) informally in the past.
- 1.4 If you wish to invoke a Grievance Procedure formally, you should follow the stages set out below. At all stages of the Standard Procedure there is an entitlement to be accompanied by another member of staff of your choice or a trade union representative.
- 1.5 Each step and action under this Procedure will be taken without unreasonable delay.
- 1.6 You will be given reasonable notice of meetings arranged under the Standard Procedure, which shall be scheduled for mutually convenient times and at mutually convenient locations. You must take all reasonable steps to attend the meetings.
- 1.7 The Standard Procedure will apply to most cases, that is, when you are still within the employment of the College. If your employment with the College has ended, and you wish to raise a matter about which you have not raised a grievance under the Standard Procedure, you may use the Special Procedure, as set below. Neither Procedure should be used in addition to, or in place of, an Appeal against any disciplinary sanction imposed under the College's Disciplinary Procedure.

## 2. Standard procedure – current employees

### 2.1 Step 1: Statement of Grievance

- 2.1.1 You must set out your grievance in writing, stating what the basis for the grievance is, and give it, or a copy of it, to your Head of Department.

2.1.2 If your grievance is about your Head of Department then you should give your statement of grievance to either the HR Director, Bursar or Warden. In the case of a grievance involving the Bursar the statement should be given to the Warden, or in the case of the Warden to one of the nominated Council members with specific responsibility for Common Room.

## 2.2 Step 2: Meeting

2.2.1 After the person to whom you have given your statement of grievance has had a reasonable opportunity to consider the information provided in your grievance you will be invited to a meeting to discuss the grievance. You may be asked for further information relating to your grievance in advance of the meeting to enable a proper discussion to take place.

2.2.2 Every opportunity will be given for the grievance to be stated and thoroughly discussed.

2.2.3 It may be necessary to undertake further investigation of your grievance, in which case the meeting may be adjourned to enable this to take place, and reconvened within a reasonable period of time.

2.2.4 Following the meeting you will be informed in writing of the decision as the response to your grievance. You have the right to appeal against this decision if you are not satisfied with it and will be informed of the name of the person to whom you may appeal.

## 2.3 Step 3 - Appeal

2.3.1 If you wish to appeal, you must do so by informing the nominated person in writing within 5 working days of receiving the written decision. You must enclose a copy of your statement of grievance and a copy of the written decision. After there has been a reasonable opportunity to consider the information you will be invited to attend a meeting to discuss your grievance.

2.3.2 Every opportunity will be given for the grievance to be stated and thoroughly discussed. Where appropriate, further investigation may take place in which case the meeting may be adjourned to enable this to be undertaken, and reconvened within a reasonable period of time. Action may be recommended.

2.3.3 Following the meeting you will receive the decision in response to your grievance in writing. The decision at this stage is final and there is no further appeal.

## 3. SPECIAL PROCEDURE – EX-EMPLOYEES

If your employment has ended with the College and you wish to raise a grievance, you should follow this Procedure:

### 3.1 Step 1: Statement of Grievance

You must set out your grievance in writing, stating what the basis for the grievance is, and give it, or a copy of it, to the HR Director, Bursar or Warden.

### 3.2 Step 2: Reply

After the College has had an opportunity to consider your grievance, and the information provided within it, you will receive a written response. The decision at this stage is final.

All steps in this procedure will be applied using common sense and judgement. A record will be kept of all allegations but any that are not substantiated, are unfounded or malicious will not be referred to in employer references. Allegations found to be malicious will be removed from personnel records.