



Policies

GRIEVANCE POLICY

1. Purpose

Hatch Warren Under Fives and Kempshott Under Fives Preschool, hereafter referred to as the "Preschool" is committed to providing a positive and supportive working environment for employees and expects all employees to be treated with dignity and respect. In addition it is expected that employees respect each other and understand that behaviour they may find acceptable may not be so regarded by others.

Nevertheless Preschool recognises that on occasions an employee may have a concern with another employee, or have an issue or dispute with their terms and conditions or work environment.

This policy allows for concerns, issues or disputes in the workplace to be resolved in the most effective way and in a consistent and fair manner. For claims of bullying and/or harassment, this policy will also be followed. No form of bullying, harassment or victimisation will be accepted at work whether on Preschool premises or outside.

2. Scope

This policy applies to all employees of Preschool. The application of this policy is discretionary and does not form part of the employee's contract of employment. Preschool reserves the right to amend this policy at any time and in line with any changes to legislation.

3. Policy Details

An employee who raises a grievance in good faith will not suffer any detriment for doing so. If the Preschool suspects that an employee has abused the grievance process and/or the grievance is found to be vexatious or malicious, disciplinary action may be taken.

If an employee raises a grievance of the same nature as a previous grievance they raised and where an outcome has already been provided, the grievance will not normally be heard again.

A grievance should not be raised if an employee is dissatisfied with the outcome of a formal process. An appeal under the appropriate policy should be raised in these circumstances.

3.1 Informal stage

A grievance in the first instance should be raised informally with the Preschool Manager to allow the Preschool the opportunity to attempt to resolve the concern or complaint. If the grievance is against the Preschool Manager, the employee should raise the matter with the Management Committee Chair who will allocate a suitable person to attempt to resolve the concern or complaint.

3.2 Formal stage

If the employee is dissatisfied with the outcome following the informal stage, the employee has the right to raise a formal grievance. The grievance must be set out in writing and outline the nature and basis of the grievance and the desired outcome. The grievance should be submitted to the Preschool Manager, if the grievance is against the Preschool Manager the employee

should raise the matter with the Management Committee Chair who will allocate a suitable person.

A formal grievance hearing will be held to discuss the employee's grievance. In the event that the employee is unable to attend the scheduled hearing date, an explanation should be provided as to why they are unable to attend. The Preschool will then consider whether to rearrange the hearing. If the employee is unable to attend a hearing through circumstances outside of their control the Preschool will normally re-arrange the hearing.

3.3 Right to be accompanied

The employee has the right to be accompanied by a workplace colleague, Trade Union or Preschool Learning Alliance Representative at the formal grievance hearing. The employee should not request accompaniment by a colleague whose presence would prejudice the hearing or who might have a conflict of interest. The Preschool may request the employee to choose a different companion where it believes this could be the case.

If the appointed work colleague, Trade Union or Preschool Learning Alliance Representative cannot attend the hearing on the date arranged, the employee should notify the Manager hearing the grievance of an alternative date as far in advance of the hearing as possible. Provided that the alternative date is reasonable the Preschool will, as far as reasonably practicable, re-arrange the hearing for that date.

The Preschool Manager will normally hear the grievance unless the grievance is against them. In some circumstances it may be considered more appropriate for the grievance to be heard by a Committee Member.

3.4 Outcome

When a decision has been reached on the outcome of the employee's grievance they will be notified of this in writing. It may be appropriate for a further meeting to take place to explain how the decision was arrived at and to outline any further actions.

A decision may be taken in the employee's absence if they unreasonably fail to attend the hearing.

3.5 Appeal

The employee has the right to appeal the decision made if it is confirmed that the grievance has not been upheld. The appeal will be held in line with the Preschool's Appeal Policy and any decision made following the appeal is final.

3.6 Storing of documentation

Preschool will retain documentation relating to an employee's grievance on their personnel file.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____