

**Staff Grievance Policy and Procedure**

**Try to sort out your problem informally**

Innov8 Sportz suggests that you try talking with your line manager informally before raising a formal grievance, to see if that helps. Problems you might want to raise with your employer could involve a number if things including: your terms of employment, pay and working conditions, disagreements with co-workers, discrimination

**How to raise a grievance**

If an employee has tried to resolve their grievance informally and this approach has not worked, they should raise the matter formally with a managing director. The employee should do this using the grievance procedure in the staff handbook or policies folder.

**Formal grievance procedure**

1. Write a letter to one of the managing directors, setting out the details of your grievance
2. A meeting with the managing directors will be arranged for a convenient time for all to discuss the issues you have brought to their attention.
3. During the meeting it is hoped that the issues will be discussed and resolved you will receive a letter after your meeting to outline the decisions that have been made.
4. The employee always has the right to appeal the decision.

**Writing to a managing director**

As soon as the employee believes they have a grievance, they should write to a managing director, giving them details of their grievance.

The employee should state in the letter how they would like the managing director to resolve the problem. The employee should make sure the letter is dated and that they keep a copy.

**Meeting with a managing director**

The managing director will arrange a meeting at a convenient time and place to discuss the employees’ grievance. The employee may find it helpful to write down what they want to say. The managing director will go through the issues that have been raised and the employee will be given the opportunity to comment. The main purpose of the meeting should be to, establish the facts and find a way to resolve the problem. If at the meeting it appears that further investigation is needed, the managing director willpause the meeting and arrange to finish it at a later date.

The employee has the right to take a companion to the meeting. Your companion may be: a colleague, a lay trade union official who is properly certified, a trade union official, Ifthe employee doesn’t have access to any of the above, they can ask if you can bring someone else. Innov8 Sportz does not have to agree to this unless your employment contract says that they must.

After the meeting the managing director will, without unreasonable delay, write to you with their decision. They will set out, where appropriate, what action they intend to take to resolve the grievance.

**This Policy was approved by the Innov8 Sportz C.I.C Board on 15 April 2014 and was reviewed 9 March 2015 and again in August 2015 and is due for further review August 2016. Reviewed September 2016 due for further review September 2017. Signed:**