**SAMPLE**

**GRIEVANCE PROCEDURE**

* If you have a grievance regarding your employment, you should raise it using this procedure.
* You have the right to be accompanied by a work colleague throughout.
* Time scales specified are not fixed and can be extended by agreement.
* Disciplinary matters and dismissal issues are dealt with separately.

**Stage 1**

If you have a grievance you should:-

* Immediately raise it with [ ].
* If the matter cannot be resolved, submit the grievance in writing to [ ].
* Meet with [ ] to discuss your grievance.
* Receive a written response within 5 days setting out the decision and to whom to appeal if still aggrieved.

**Stage 2**

If you remain aggrieved you should:-

* Appeal, in writing, within 10 working days of the Stage 1 response.
* Meet to discuss the appeal.
* Receive a written response from within 20 working days setting out the decision, which will be final.

**Modified Procedure**

If your employment has ended and you wish to raise a grievance (eg about a mistake in a final payslip), you should:-

* Write to [ ] setting out your grievance and the basis for it.
* Receive a written response from within 20 working days setting out the decision, which will be final.