



GRIEVANCE POLICY

1. Introduction

This policy should be read in conjunction with the Grievance Procedure.

2. Purpose

The purpose of this policy is to enable employees (whether collectively or individually) to raise a grievance about problems or concerns at work, working conditions or relationships with colleagues (this includes bullying and/or harassment).

This policy applies to all employees in work-related circumstances (whether or not in the workplace) regardless of their status or length of service.

This policy does not form part of any employee's contract of employment. It may be amended from time to time.

We operate a separate Whistleblowing Policy to enable employees to report illegal activities, wrongdoing or malpractice however, where employees consider that they have been directly affected by the matter in question a grievance/complaint may be raised under this policy.

For matters that are the subject of collective negotiation or consultation with the trade unions, or where there is a dispute between Cambridgeshire & Peterborough CA and one or more recognised trade union refer to the Collective Disputes Procedure available through Sharepoint.

3. Definitions

This section is intended for guidance purposes only and in any circumstance where a legitimate grievance is raised, it must be dealt with in accordance with the Grievance Procedure.

Grievance

A grievance is a concern, problem or complaint that an employee would like to raise with their employer.





Issues that may cause grievances include but are not limited to:

- Harassment, bullying, discrimination and/or victimisation (refer to the Grievance Procedure available through Sharepoint for further definition);
- Terms and conditions of employment;
- Health and Safety;
- Work relations;
- New working practices;
- Working environment; and
- Organisational change.

4. Key Principles

- Cambridgeshire & Peterborough CA expects and is committed to ensuring that all employees are treated and treat others with dignity and respect in an open and effective working environment.
- The intention is to always aim to resolve grievances informally where possible.
- All grievances will be treated seriously and addressed promptly and sensitively in accordance with the Grievance Procedure available through Sharepoint.
- In circumstances where a grievance is upheld Cambridgeshire & Peterborough CA will take all appropriate and recommended action.
- Proven allegations amounting to gross misconduct or misconduct on the part of employees will be dealt with under the Disciplinary Procedure available through Sharepoint.
- In any circumstance where a grievance relates to someone other than an employee all reasonably practicable steps (having regard to the needs of the business) will be taken to prevent against risks of recurrence.



Governance Grievance Policy

References:

Disciplinary Procedure
Whistleblowing Policy
Grievance Procedure
Collective Disputes Procedure

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Document Control Sheet

Purpose of document:	This policy is to enable employees (whether collectively or individually) to raise a grievance about problems or concerns at work, working conditions or relationships with colleagues (this includes bullying and/or harassment)
Type of document:	Policy
Document checked by Legal	Previously undertaken.
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Not Applicable
Document lead and author:	HR Manager
Dissemination:	All new and updated policies and procedures are notified to entire workforce and a variation letter. All documents are also posted onto Sharepoint
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	HR Manager
Why is this document being reviewed?	As part of an annual review.

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved

