

# Grievance Procedure Policy

Updated 25th March

## Grievance Policy

This policy is not contractual and is for guidance only. You have the right to seek redress for grievances relating to your employment and to have them settled fairly and promptly. It should be noted that our governance policies are in development. Where differences in legal terms, clauses or standards may apply, European law supersedes any others.

The majority of problems encountered at work are usually capable of being resolved informally between the staff member and their managers. However, if a grievance cannot be resolved in this way the formal procedure should be followed. If you need to use this procedure, it will be conducted in confidence. We will listen to your case sympathetically and try to reach a mutually satisfactory conclusion.

Any appeal against a disciplinary decision should be taken up in accordance with the Disciplinary Procedure and not the Grievance Procedure.

However, if you lodge a grievance after the staff member's formal engagement with WEDF has terminated, WEDF will either go through the same stages as set out above, or we can agree with the staff member to deal with your grievance on the basis of a written grievance and response (without a meeting). WEDF will discuss which option will apply if and when appropriate.

WEDF may depart from the procedure set out below where it is expedient to do so and where it is considered that the alternative procedure remains fair in the circumstances of the particular case. WEDF has the right to make changes to the formal Grievance Procedure, or to replace it as WEDF sees fit, from time to time. WEDF will give all staff members notice of any changes to the Grievance Procedure or of any new policy or procedure that may be introduced.

## Grievance Procedure

The staff member should set out their grievance in writing and give it to a member of WEDF's managerial team. The staff member must state that they are raising a formal grievance under this procedure. The member of WEDF's managerial team should arrange a meeting with them within five working days to consider the matter unless there is a good reason for delay (e.g. one of the people concerned being absent from the office). The member of WEDF's managerial team where appropriate will set out their response to the staff member's grievance in writing and send a copy to them within a reasonable period of time after the meeting or receipt of their grievance in writing.

## Approval and Document Control

Version	Approved By	Approved	Review By
Disciplinary Procedure v1.0	WEDF Executive Director	25/03/2024	31/03/2025