



# QUANTOCK

## EDUCATION TRUST

# Grievance Policy and Procedure

LINKS: [Disciplinary Policy](#), [Staff Anti-bullying Policy](#), [Code of Conduct Policy](#)

DATE: January 2021

POSTHOLDER RESPONSIBLE: HR Manager

TRUSTEES/GOVERNORS COMMITTEE:

AUDIENCE: All schools and employees within the Quantock Education Trust

STATUS: Ratified by Trustees

DATE RATIFIED: 24 February 2021

DATE OF NEXT REVIEW: This Policy will be reviewed annually

STATUTORY/NON-STATUTORY: Statutory

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## 1 Policy statement

- 1.1 It is the Trust's policy to ensure that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. Where you make us aware that you have a complaint we will hold a meeting to discuss it with you, carry out any necessary investigation where required, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied.
- 1.2 Issues that may cause grievances include:
  - 1.2.1 terms and conditions of employment;
  - 1.2.2 health and safety;
  - 1.2.3 work relations;
  - 1.2.4 new working practices;
  - 1.2.5 working environment;
  - 1.2.6 organisational change; and
  - 1.2.7 discrimination.
- 1.3 This procedure does not form part of an employee's contract of employment and it may be amended at any time following consultation. The employer may also vary application of this procedure, including any time scales for action, as appropriate.
- 1.4 The policy has been implemented following consultation with staff and recognised trade unions. It has been formally adopted by the Trust].

## 2 Who is covered by the procedure?

This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

## 3 Using this procedure

- 3.1 Employees should raise matters promptly and without unreasonable delay. The Trust will deal with matters in the same way but reserves the right not to consider matters that occurred over 3 months ago.
- 3.2 Complaints that amount to an allegation of misconduct on the part of another employee will be investigated and dealt with under the Disciplinary Policy and you will be informed if this is the case.
- 3.3 This Grievance Procedure should not be used to complain about pay or performance management, dismissal or disciplinary action or the outcomes of other procedures where there will be relevant appeal procedures in place. If you are dissatisfied with any disciplinary action, you should submit an appeal under the Disciplinary Policy.

- 3.4 Where an employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.
- 3.5 There is a separate staff Anti-Bullying Policy that may be useful if you believe you have been the victim of bullying or harassment or wish to report an incident of bullying or harassment involving other people.
- 3.6 The Trust operates a separate Whistleblowing Policy to enable employees to report illegal activities, wrongdoing or malpractice. However, where you are directly affected by the matter in question, or where you feel you have been victimised for an act of whistleblowing, you may raise the matter under this grievance procedure.
- 3.7 Collective grievances can be made where there are two or more employees with the same grievance. However, issues that are the subject of collective negotiation or consultation with the trade union will not be considered under this procedure.
- 3.8 This procedure should not to be used in situations where the employee simply disagrees with a reasonable management instruction from a manager.
- 3.9 It may be appropriate for the matter to be dealt with by way of mediation, depending on the nature of your grievance. This is an informal process which involves the appointment of a third-party mediator, who will discuss the issues raised by your grievance with all of those involved and seek to facilitate a resolution. Mediation will be used only where all parties involved in the grievance agree.
- 3.10 We offer access to confidential counselling via our Employee Assistance Programme, Care first. Further details are available from the HR department.

## 4 Confidentiality and data protection

- 4.1 It is the aim of the Trust to deal with grievance matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat any information communicated to them in connection with grievance matters as confidential.
- 4.2 Employees, and anyone accompanying them (including witnesses), must not make electronic recordings of any meetings conducted under this procedure.
- 4.3 During any action, including any decisions taken under this procedure, the Trust will collect, process and store personal data in accordance with our data protection policy. The data will be held securely and accessed by, and disclosed to, individuals only for the purposes of completing the grievance procedure. Records will be kept in accordance with our Workforce Privacy Notice, our data retention schedule which is based on guidance from the Information and Records Management Service (IRMS) and in line with the requirements of the **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).

## 5 Raising grievances informally - Step 1

We believe that most grievances can be resolved quickly and informally through open communication and discussion with your line manager or Head of School/Headteacher. We would always aim to resolve your grievance informally where possible and employees are encouraged to seek informal resolution. If you feel unable to speak to your manager, for example, because the complaint concerns them, then you should speak informally to the Head of School/Headteacher or a more senior manager. If this does not resolve the issue, you should follow the formal procedure below.

## 6 Formal written grievances - Step 2

- 6.1 If your grievance cannot be resolved informally you should put it in writing and submit it to the Head of School/Headteacher indicating that it is a formal grievance. If the grievance concerns, or is raised by, the Head of School/Headteacher it should be submitted to the Chief Executive Officer.
- 6.2 The written grievance should contain a brief description of the nature of your complaint, including any relevant facts, dates, and names of individuals involved. In some situations we may need to ask you to provide further information. You should also state what your desired outcome would be to resolve the situation. You should note that where your grievance relates to another employee, in order for them to provide a response they will be given a copy of your grievance.

## 7 Investigations

- 7.1 In some cases it may be necessary for us to carry out an investigation into your grievance. The amount of any investigation required will depend on the nature of the complaint and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents. The investigation will usually be carried out by the Head of School/Headteacher or someone else appointed by the Head of School/Headteacher. In the case of an investigation into a complaint against a Head of School/Headteacher, the Chief Executive Officer will determine who will carry out the investigation.
- 7.2 You must co-operate fully and promptly in any investigation. This may include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending interviews, as part of our investigation.
- 7.3 The employer may initiate an investigation before holding a grievance meeting where the employer considers this appropriate. In other cases we may hold a grievance meeting before deciding what investigation (if any) to carry out. In those cases we will hold a further grievance meeting with you after our investigation and before we reach a decision.

## 8 Right to be accompanied

- 8.1 You may bring a companion to any grievance meeting or appeal meeting under this procedure. The companion may be either a trade union representative or a work colleague. You must tell

the person holding the grievance meeting who your chosen companion is, in good time before the meeting.

- 8.2 Should you choose to bring a companion to the hearing, you will be responsible for making these arrangements and for providing your companion with any paperwork that they require for the meeting.
- 8.3 At the meeting, your companion may make representations to us and ask questions, but should not answer questions on your behalf. You may request an adjournment to speak to them privately at any time during the meeting.
- 8.4 Acting as a companion is voluntary and your colleagues are under no obligation to do so. If they agree to do so they will be allowed reasonable time off from duties without loss of pay to act as a companion.
- 8.5 If your chosen companion is unavailable at the time a meeting is scheduled, you may propose an alternative time for the meeting to take place and so long as the alternative time is reasonable and within five working days after the original scheduled date, we will postpone the meeting. If your chosen companion will not be available for more than five working days afterwards, we may ask you to choose someone else.
- 8.6 We may, at our discretion, allow you to bring a companion who is not a work colleague or union representative (for example, a member of your family) as a reasonable adjustment if you have a disability, or if you have difficulty understanding English.

## 9 Grievance meeting

- 9.1 The employer will arrange a grievance meeting, within 10 working days of receiving your written grievance.
- 9.2 You and your companion (if any) should make every effort to attend the grievance meeting. If you or your companion cannot attend at the time specified, you should inform us immediately and we will try, within reason, to agree an alternative time.
- 9.3 The purpose of a grievance meeting is to enable you to explain your grievance and how you think it should be resolved, and to assist us to reach a decision based on the available evidence and the representations you have made. Everyone involved in the process is entitled to be treated calmly and with respect. The Trust will not tolerate abusive or insulting behaviour from anyone taking part in grievance procedures and will treat any such behaviour as misconduct under the disciplinary policy.
- 9.4 After an initial grievance meeting we may carry out further investigations and hold further grievance meetings as we consider appropriate. Such meetings will be arranged without unreasonable delay.
- 9.5 We will write to you, usually within 5 working days of the final grievance meeting, to inform you of the outcome of your grievance and any further action that we intend to take to resolve the grievance. We will also remind you of your right of appeal. Where appropriate we may hold a meeting to give you this information in person.

## 10 Appeals - Step 3

- 10.1 If the grievance has not been resolved to your satisfaction you may appeal in writing to the Chief Executive Officer stating your full grounds of appeal, within 5 working days of the date on which the decision was sent or given to you.
- 10.2 We will hold an appeal meeting without unreasonable delay, normally within 5 working days of receiving your written appeal. This will be dealt with impartially by the Chief Executive Officer who has not previously been involved in the case (although they may ask anyone previously involved to be present). If the CEO has had any previous involvement, it is likely that this role will pass to the Chair of Trustees.
- 10.3 The employer will confirm a final decision in writing, usually within 5 working days of the appeal hearing. This is the end of the procedure and there is no further appeal.

## 11 Collective Grievances

- 11.1 If you and another employer (or more than two of you) have identical grievances and all wish them to be addressed in the same grievance process, you and your colleagues can raise a collective grievance via this grievance procedure. You and all your colleagues must agree (without any pressure being exerted on staff members to join the collective process) to do this.
- 11.2 If you and your colleagues do not entirely voluntarily agree to this arrangement or if your grievances are not identical, the Trust will arrange to hear your grievances on an individual basis.
- 11.3 If you and your colleagues are all members of the same trade union, your trade union representative can (if you all wish him or her to do so) raise the grievance on your behalf. Alternatively, you and your colleagues can agree to nominate one of you to act on behalf of all of you.
- 11.4 Your collective grievance will be managed in accordance with Steps 1 to 3 above. However, the written collective grievance statement should also:
  - 11.4.1 Identify you and each of your colleagues who wish to raise the grievance;
  - 11.4.2 Identify any nominated trade union representative or colleague to represent you all;
  - 11.4.3 State that you have all voluntarily consented to use the collective grievance procedure;
  - 11.4.4 Confirm that you understand that the grievance will give each of you the right to only one collective grievance meeting, one identical outcome (if applicable), one appeal meeting and one identical appeal outcome.
- 11.5 If, following the grievance outcome, some employees are satisfied with the outcome and do not wish to proceed to an appeal, the request for an appeal should clearly identify those withdrawing from the process and those wishing to pursue the appeal.

## 12 Disciplinary Proceedings

In the event the grievance is upheld (either following the hearing or after an appeal), and if there is evidence to support such a course of action, the nature of the allegations may result in the Trust instigating the organisation's disciplinary policy against individuals identified of potential misconduct as a consequence of this procedure.

## 13 Review of policy and procedure

This policy will be a regular agenda item for the Welfare sub-committee and will be reviewed on an annual basis.