

## Grievance Changes

**Grievance Policy** - currently no document. Introduction of policy document which outlines the wider purpose and scope of the Grievance process.

### Grievance Procedure – Key Changes

**\*\* Fundamental change** – A grievance meeting will not now be held whereby all witnesses are invited to the one meeting and the whole investigation is carried out in one go as this is not practical. The hearing manager will meet the individual raising the grievance and if applicable meet with witnesses etc thereafter.

Section in revised document	Change
2.0	Introduction of General Principle's section. Key changes are – <ul style="list-style-type: none"> <li>• Paragraph on what happens if an employee raises a grievance whilst being subject to another dispute resolution process. E.g the grievance has to have a bearing on the dispute resolution process that the individual is subject to.</li> <li>• Record of meetings – explicit that no audio recordings are permitted of meetings.</li> <li>• Inclusion of a section - Attempts to frustrate the process or taking vexatious action and the consequence of possible disciplinary action.</li> <li>• Whistleblowing statement that an individual who makes a complaint in good faith will not suffer a detriment.</li> </ul>
4.0	Addition of dedicated "Mediation" section. Early within policy to show importance/ expectation of mediation
7.1	Appeals will be submitted to Faculty/ Service HR Manager rather than Executive Director of HR. Assistant Director of HR (or nominee) will assign an appeal hearing manager.
7.1 & 7.2	Gives guidance as to what the grounds of appeal would be and stresses an appeal is not a reinvestigation.
7.5	Assistant Director of HR to assign an appeal manager

**Code of Practice** – Key changes – document currently entitled "Managers Code of Practice". Whilst it still is a management led document it has been renamed "Code of Practice" as anyone involved in the process will find it useful.

Section in revised document	Change
4.1	Gives more detail required in outcome letter e.g nature of grievance, summary of investigation, decision, reasons for decision, right of appeal.
4.2	Specifically states that an outcome of a grievance investigation could lead to disciplinary action.
5.2	Reiterates an appeal is not a reinvestigation.