

Grievance Policy



Grievance Policy

1. Purpose

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- 1.1. It is the University's aim to provide procedures that encourage good working relationships between colleagues as well as between employees and management, to promote and positive, safe and respectful working environment.
- 1.2. Grievances are concerns, problems or complaints that employees raise with their employers. These may be concerns or problems about their terms and conditions, work, or relationships with colleagues or managers.
- 1.3. This policy aims to ensure that where concerns, problems or complaints are raised they are dealt with quickly, consistently and fairly.
- 1.4. The University expects the majority of grievances to be satisfactorily resolved through informal discussion. In the first instance the employee should raise the issue with their line manager who will seek an informal resolution wherever possible.
- 1.5. If the matter is suitably serious in nature or it cannot be resolved at an informal level the procedure also exists to help resolve grievances at a formal level.

2. Scope

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- 2.1. The procedure applies to all University employees regardless of the nature of the issue and includes any grievance concerning Academic Freedom. This applies to any collective grievance.
- 2.2. The procedure is compliant with the ACAS Code of Practice and employment legislation.
- 2.3. If the primary substance of the matter raised involved harassment or bullying, then the employee should be referred to the [Dignity and Respect Policy](#).
- 2.4. Disclosure in the public interest known as "whistleblowing" should be raised through the [Public Interest and Disclosure \(Whistleblowing\) Policy](#).
- 2.5. **Complaints involving students** – Formal complaints by employees of the University against a Student(s) should be made in writing to Student Progress under the [Student Disciplinary Procedure](#).

Associated Documents:

[Grievance Procedure](#)

[Grievance Procedure Flow Chart](#)

[Grievance Manager's and Employee's Guidelines](#)

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