



## **SOAR VALLEY MUSIC CENTRE POLICY DOCUMENT**

### **STAFF GRIEVANCE PROCEDURE**

<b>Issue Date:</b> February 2007	<b>Issue Number:</b> 01
<b>Review Date:</b> February 2009	<b>Written By:</b> Cheryl Taylor

#### ***1. General Policy Aims***

Soar Valley Music Centre wishes to promote clear working practices for all staff enabling them to achieve their potential within the aims and requirements of the organisation. This procedure records the commitment of Soar Valley Music Centre to recognize the rights of employees to express grievances relating to their employment and to have those grievances given fair consideration.

This procedure is designed to enable individual employees to raise grievances with management about their employment either by themselves or with a representative and have them dealt with as quickly and as fairly as possible, so as not to impede the provision of Soar Valley Music Centre.

This procedure shall apply to the application and interpretation of conditions of service, working conditions, welfare or alleged sex or race discrimination or harassment. It shall not apply to matters covered by other procedures (e.g. Discipline) nor to matters over which Soar Valley Music Centre has no direct control, including law, regulation or statute.

#### ***2. Operating Principles***

At each stage of the grievance procedure, the individual may choose to be represented by a friend, who may be a Trade Union Representative or official as defined in TULRA 1992 or a colleague, and may call witnesses if required. All documentation, including witnesses' statements to be presented as evidence, must be circulated to all parties, via the Coordinator at least 3 working days, prior to the hearing taking place unless varied by mutual consent and with the approval of the Director. Whenever practicable, a hearing will be arranged within 7 working days of each stage of referral. It shall be a serious disciplinary offence for any party to attempt to influence a witness.

It is the responsibility of the individual with his/her representative, to present a complete case, including all relevant information and witnesses, to whichever stage of the procedure has been arranged to hear the grievance. If the individual wishes to appeal against the decision reached at such a hearing, then this can be achieved by requesting that the grievance be referred to the next stage. However, additional or new evidence, including new witnesses, cannot be heard by a subsequent hearing and will be referred back to the original Chair for consideration.

### **3. Procedure**

In the event that the matter cannot be resolved the following shall apply.

#### **3.1. Informal Discussions**

In normal circumstances, the individual should always try to resolve the matter with his/her immediate Manager in the first instance. The individual may also wish to talk with the Director. The Director may attempt to mediate between the parties to the grievance in the first instance with the agreement of all concerned. At this stage an individual may choose not to submit the grievance in writing.

#### **3.2. Formal Stage 1**

If you feel that the matter has not been resolved through informal discussions you should put your grievance in writing to the Director who should respond in five working days in an endeavour to resolve the matter. They will arrange a meeting to discuss your grievance and the employee has the right to be accompanied by a fellow employee or a trade union official.

#### **3.3. Formal Stage 2**

If the matter is not resolved to your satisfaction, you should put your grievance in writing to the Trustees of Soar Valley Music Centre. You will be entitled to have a meeting with the Trustees, accompanied by a fellow employee or a trade union official if you wish. The Trustees will give their decision in writing within seven working days of the grievance being received. This shall be the final stage of the procedure.

### **4. Statutory Rights**

The above procedure will not remove any rights which employees may have to pursue an issue through statutory bodies such as Industrial Tribunals.