

POWYS CHALLENGE

Registered Charity Number 1091494 Company No: 4350654

GRIEVANCE PROCEDURE

Powys Challenge acknowledges that disputes can arise between staff from time to time within any organisation. Powys Challenge encourages staff and volunteers to resolve such disputes informally wherever possible and the Chief Officer will be available to facilitate or chair a meeting between staff where this may be helpful. If this is inappropriate, the Chief Officer or Chair of Trustees at Powys Challenge would be willing to facilitate such a meeting. However, staff may choose at any time to invoke the formal stages of the grievance procedure, which is defined below.

The following grievance procedure is that currently adopted by Powys Challenge. It does not, at present, form part of your contract but represents Powys Challenge's current practice, which may vary from time to time.

This procedure should be used to settle all disputes and grievances that you wish to raise concerning other employees, your work, the organisation or other matters relating to your employment. The purpose is to settle any grievance fairly, simply and quickly.

- 1) If your grievance concerns another employee, you should if possible first discuss and try to resolve it with that person.
- 2) If this does not resolve the matter, or if the matter involves your employment rather than another employee, you should refer it to your manager. If the matter concerns your manager, you should refer it to the Chief Officer or Chair of Trustees at Powys Challenge.
- 3) Unless there is a good reason for not doing so, a grievance matter should generally be raised within one month of the incident to which it refers.
- 4) You will be given an initial reply in writing within a reasonable period, which will generally be within two weeks of your raising the matter. If it is not possible to give a complete reply at this stage, you will be given a further written reply as soon as reasonably practicable.
- 5) If the matter remains unresolved, the person dealing with it will refer it to a meeting of the Complaints and Grievance Committee, a sub-group of the Board of Trustees. The meeting will be held as soon as is reasonably practicable.
- 6) You are entitled to attend this meeting and if you wish to be accompanied by a fellow employee, a non-lawyer friend, or a trade union representative*. You and/or the person accompanying you are entitled to address the meeting.
- 7) The decision of the Complaints and Grievance Committee will be given to you in writing as soon as is reasonably practicable after the meeting.

Appeal

- 1) If a matter which you think should be referred to the Complaints and Grievance Committee is not referred, a meeting is not held within a reasonable period, or you are dissatisfied with the decision of the panel, you should write to the Chairman of Powys Challenge specifying the issues you want to appeal or contest.
- 2) The Chairman of Powys Challenge will ensure that the matter is considered at the next meeting of the Trustees or a sub committee appointed by it. However, if there are less than five working days between receipt of your request and the date of the meeting, the chair may hold the matter over until the following meeting.

- 3) You are entitled to attend this meeting to present your case, and if you wish, to be accompanied by a fellow employee, a non-lawyer friend, or a trade union representative*. You and/or the person accompanying you are entitled to address the meeting.
- 4) The decision of the Trustees of Powys Challenge (or a sub committee of Trustees) will be given to you in writing as soon as is reasonably practicable after the meeting. Their decision is final and there is no further right of appeal.
- 5) You should ensure that there is no unreasonable delay in the implementation of this procedure.

* Powys Challenge does not currently recognise a Trade Union. Should Powys Challenge give formal recognition to any Trade Union, staff would be entitled to be represented by that Trade Union.