



EMPLOYEE GRIEVANCE PROCEDURE POLICY STATEMENT

The grievance procedure is designed to ensure that any grievance concerning the 'Terms and Conditions' of employment can be raised and a decision made as quickly as possible.

It is important that grievances are plainly stated and all relevant facts are brought to the person hearing the grievance at the outset.

The procedure for settlement of a grievance is as follows:

Stage 1

Employees with a grievance should, in the first instance, raise the matter with the On Track Division Operations Manager.

Stage 2

Where the grievance cannot be settled at Stage 1, then the grievance can be presented, in writing, by the employee concerned to the Managing Director. The Managing Director will respond to the grievance within 28 days.

Stage 3

Where there is no response, the employee concerned is free to initiate a claim with a tribunal or court service. This then follows a standard three-stage process similar to the disciplinary process.

Note: The grievance procedure is not a means to stop work; it is a method by which employees can raise concerns relative to their 'Terms and Conditions of Contract'

Appeals

1. Any appeal against the giving of a formal oral warning, a written warning of any kind or a dismissal must be lodged within two days of the warning being given or the dismissal taking place.
2. Appeals against warning given by the Director will be heard by the Managing Director within seven working days of notice of appeal being given.
3. Appeals against dismissal given by the Director will be heard by the Managing Director within seven working days of notice of appeal being given.
4. On appeal against a warning the employee will state his case to the Managing Director and is entitled to call witnesses to assist him. The Director, who gave the warning, will be entitled to question the employee and his witness.
5. On appeal against dismissal the employee will state his case to the Managing Director and is entitled to call witnesses to assist him. The Director, who gave the warning, will be entitled to question the employee and his witness.

General rules

1. At all interviews and appeal hearings the employee concerned can, if so requires, be accompanied by a fellow employee or a Trade Union official.
2. If it is necessary to adjourn any interview or appeal against a warning, then the employee will return to normal working until the interview or appeal is reconvened
3. At the conclusion of any appeal against dismissal, the Managing Director will adjourn for consideration of his decision, which will be given in writing within two working days. The Managing Director may, in addition to allowing or refusing the appeal, decide upon an alternative course of action.

Reviewed By

A handwritten signature in black ink, appearing to read 'Shane Seaton'.

Shane Seaton
Managing Director

Date: 16th January 2020

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