

BEE ACTIVE

Grievance Policy

Grievance Policy

The grievance procedure is deemed by the Company as being every bit as important as that dealing with discipline. Managers and supervisors will deal with complaints sympathetically and promptly.

Grievance Procedure

Introduction

It is the Company's policy to ensure that employees with a grievance relating to their employment can use a procedure that can help to resolve grievances as quickly and as fairly as possible.

Informal Discussions

If you have a grievance about your employment you should discuss it informally with your immediate supervisor. We hope that the majority of concerns will be resolved at this stage.

Stage 1

If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to your immediate supervisor. The supervisor must give a response within ten working days in an endeavour to resolve the matter.

Stage 2

If the matter is not resolved, you may raise the matter, in writing, with the manager, who must give a response within ten working days. You may be represented or accompanied at this meeting by a work colleague of your choice.

Stage 3

If the matter is not resolved to your satisfaction, you should put your grievance in writing to the managing director or an authorised deputy. You will be entitled to have a meeting with the managing director or his/her authorised deputy to discuss the matter. Again you may be represented or accompanied at this meeting by a work colleague of your choice. The managing director or authorised deputy will give his/her decision within ten working days of the grievance being received. The managing director's decision is final.