

# BEE ACTIVE

## Grievance Policy

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### **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.