

Grievance Policy

1. Purpose of the procedure/Introduction

Vidya Poshak's aim is to ensure that employees with a grievance relating to their employment or any official matters can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2. Informal discussions

If an employee has a grievance they should discuss it informally with an immediate supervisor. We hope that the majority of concerns will be resolved this way.

3. Stage 1 – Statement of grievance

If the employee feels that the matter has not been resolved through informal discussions, they should put grievance in writing to CEO.

4. Stage 2 – The grievance meeting

Within seven working days the CEO will respond, in writing, to the statement, inviting the employee to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally 5 working days notice of this meeting will be provided to the employee and they will be informed of their right to be accompanied.

Employees must take all reasonable steps to attend the meeting, but if for any unforeseen reason the employee, or the employer, can't attend, the meeting must be rearranged.

After the meeting the CEO will write to the employee informing them of any decision or action within seven working days of the grievance meeting and should include the details on how to appeal.

5. Step 3 – Appeal

If the matter is not resolved to the employee's satisfaction they must set out their grounds of appeal in writing within seven working days of receipt of the decision letter.

The appeal meeting should be taken by any of the board members not involved in the original meeting.

The board members decision is final.

Approved by: Secretary

Date: 21st December, 2016