

# **Grievance Policy**

## **Introduction.**

[Company name] understands that there may be instances when employees need to file a formal complaint regarding unfair treatment, harassment, or workplace health and safety problems. This grievance procedure policy was established to clearly describe the procedure in these situations so that all of our employees are heard and treated fairly.

## **Purpose.**

This grievance procedure policy's purpose is to

- (a) explain definition of grievances and scope of the grievances policy,
- (b) establish the method for reporting and closing a grievance,
- (c) specify the company's confidentiality safeguards, and
- (d) clarify the disciplinary action processes for policy violations.

## **Scope.**

All [business name] personnel, including paid interns, volunteers, seasonal, part-time, and permanent employees, are subject to this policy. Any [business name] employee, including senior management and stockholders, can register a grievance. A "grievance," according to [Company name], is a formal work-related complaint, issue, or objection filed by an employee.

## **Grievance Procedure:**

[Company name] requests that all workers review the policy that directly affects their complaint before filing an official grievance complaint. If an employee files a sexual harassment complaint, for example, the company's Sexual Harassment Policy as well as the human resource (HR) department must be consulted.

[Company name] encourages employees to handle small conflicts with the help of a liaison officer, manager, and a representative from the human resource department.

Employees have the right to register a formal grievance if an informal complaint is not resolved equitably and productively within [number of days].

### **Employees have the right to register a grievance when:**

- employees have been harassed/molested in the workplace.
- Their well-being and health have been threatened.
- They've witnessed terrible management and/or supervisory behavior.
- Unfair alterations have been made to the employment agreement.
- The policy rules have been broken.
- Coworkers, suppliers, and/or management are in disagreement.

[Company name] also understands that each situation is unique, and that this list is subject to change based on the definition submitted in the Grievance Complaint Form.

### **Filing a Grievance.**

Employees can file a grievance through the company's official web portal or by contacting their direct supervisor and HR department. Employees will be asked to complete and file a Grievance Complaint Form in both circumstances.

Employees are entitled to attend meetings with a witness or union representative after filing a complaint with HR, to appeal decisions, and, depending on the seriousness of the complaint, they can refuse to attend work until the grievance is resolved.

When an employee files a grievance against another, the accused retains the right to:

- View the official grievance complaint and request a copy.
- After talking with his or her union representative and the HR department, formally reply to the complaint.
- All official meetings should be attended with a union representative or a witness.
- The ultimate decision can be challenged.

### **Responsibilities of the Company**

It is the obligation of [business name] to:

- Accept and investigate all Grievance Complaint Forms thoroughly.
- Depending on the seriousness of each situation, ensure that the grievance is handled within [number of days].
- Throughout the grievance procedure, treat all parties fairly.
- When employees make a complaint against management, follow the no-retaliation policy.
- Organize meetings with the right parties for mediation.
- Maintain strict secrecy throughout the grievance procedure.
- Accept all appeals and investigate them.
- Ascertain that the final decision is carried out.
- Keep detailed and accurate records of each complaint.

## **Confidentiality**

Employees of [Company name], including senior management and HR personnel, must sign a Confidentiality Agreement that prohibits them from discussing the grievance before or after it is addressed. It is forbidden for any of the parties to discuss the situation with any other [company name] employee.

## **Breach of Grievance Policy**

If an employee is determined to have broken the grievance procedure policy, they may face disciplinary action, which could include termination. Depending on the seriousness of each occurrence, disciplinary action may include a verbal or written warning, suspension, and/or termination.

If an employee is unambiguously established to be the perpetrator of the grievance, [business name] will follow its Disciplinary Action Policy to ensure that the case is treated fairly and in accordance with company principles.

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