

Low Moor Centre, Bray Road, Fulford, YO10 4JG – Telephone 01904 849100

Grievance/Disciplinary Procedures – see further details in Staff Handbook

# Purpose of Policy

The purpose of this policy is to ensure that when a grievance occurs at Beehive Pre-School Playgroup, appropriate action is taken and accurate information is recorded and communicated. Grievances are concerns, problems, or complaints that employees raise with their manager/employer. Beehive will always seek to resolve disciplinary and grievance issues in the workplace and in the first instance will attempt to solve these informally in discussions or staff meetings. Most routine complaints and grievances are best resolved informally in discussion with your immediate line manager. Where the grievance cannot be resolved informally it will be dealt with under the following procedure. Application of this procedure is, however, at our discretion and is not a contractual entitlement. We reserve the right to depart from the precise requirements of this procedure where it is appropriate to do so. The procedure may also be discontinued if it becomes impracticable for either party to continue with it. In addition, this procedure should not be used to complain about disciplinary action that we have taken against you. If you are dissatisfied with any disciplinary action, you should submit an appeal under the disciplinary procedure

Where this is not possible, we will consider using an independent third party to help resolve the problem. The third party need not come from outside Beehive, but could be an internal mediator, so long as they are not involved in the disciplinary or grievance issue. In some cases, an external mediator might be appropriate. A written record of any disciplinary or grievances cases will be filed by the manager. Employer/managers and employees will raise and deal with issues promptly and will not unreasonably delay meetings, decisions, or confirmation of those decisions.

**Grievance Procedure**

• Employer/managers and employees should act consistently.

• Employer/managers will carry out any necessary investigations, to establish the facts of the case.

• Employer/managers will inform employees of the basis of the problem and give them an opportunity to put their case in response before any decisions are made.

• Employer/managers will allow employees to be accompanied at any formal disciplinary or grievance meeting.

• Employer/managers will allow an employee to appeal against any formal decision made.

**Disciplinary Procedure**

• It is important to carry out necessary investigations of potential disciplinary matters without unreasonable delay to establish the facts of the case. In some cases, this will require the holding of an investigatory meeting with the employee before proceeding to any disciplinary hearing. The employee will be given 5 days’ notice that a disciplinary hearing is due to take place. The staff member will be given the opportunity to be accompanied by a colleague.

• In others, the investigatory stage will be the collation of evidence by the employer for use at any disciplinary hearing.

• In cases where a period of suspension with pay is considered necessary, this period will be as brief as possible, will be kept under review and it will be made clear that this suspension is not considered a disciplinary action.

• If it is decided that there is a disciplinary case to answer, the employee will be notified of this in writing. This notification will contain sufficient information about the alleged misconduct or poor performance and its possible consequences to enable the employee to prepare to answer the case at a disciplinary meeting. Copies of any written evidence, which may include any witness statements, will be included with the notification.

This policy was adopted at a meeting of Beehive Pre-school playgroup held on ………..…

Signed on behalf of the pre-school………………………………………………