

Grievance Policy

Effective Date: 3rd December 2024

Review Date: 3rd June 2025

1. Purpose

Yorkshire Building Control Ltd is committed to fostering a positive and productive working environment. This policy provides a framework for employees to raise concerns or grievances in a fair, consistent, and timely manner.

2. Scope

This policy applies to all employees of Yorkshire Building Control Ltd.

3. Principles

- Grievances will be handled promptly, fairly, and sensitively.
- Confidentiality will be maintained at all times.
- No employee will be victimised for raising a genuine grievance.
- Employees have the right to be accompanied at grievance meetings by a work colleague or trade union representative.
- Efforts will be made to resolve grievances informally wherever possible.

4. Procedure

4.1 Informal Resolution

- Employees are encouraged to raise concerns informally with their line manager as soon as possible.
- The manager will seek to resolve the matter informally and fairly.

4.2 Formal Grievance

If the grievance is not resolved informally or if the matter is serious, employees should follow the formal procedure:

1. Submitting a Grievance

- Submit the grievance in writing to the immediate manager (or another appropriate manager if the grievance involves the line manager).
- The written grievance should detail the nature of the complaint, relevant facts, dates, and any supporting evidence.

2. Grievance Meeting

- A meeting will be arranged to discuss the grievance as soon as possible.
- The employee may be accompanied by a work colleague or trade union representative.

3. Investigation

- The manager may conduct an investigation to establish the facts.
- All parties involved will be given an opportunity to present their views.

4. Outcome

- Following the meeting and any investigation, the manager will inform the employee of the decision in writing.
- The outcome will include any action to be taken to resolve the grievance.

4.3 Appeal

- If the employee is dissatisfied with the outcome, they may appeal in writing within five working days of receiving the decision.
- An appeal meeting will be arranged with a more senior manager not previously involved in the case.
- The employee may again be accompanied by a work colleague or trade union representative.
- The decision following the appeal meeting will be final and communicated in writing.

5. Records

Records of all grievances, including notes of meetings and decisions, will be kept securely and in line with data protection requirements.

6. Review

This policy will be reviewed regularly to ensure it remains effective and up to date.

7. Contact Details

Yorkshire Building Control Ltd

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