

GRIEVANCE POLICY

STATEMENT

Although employment law applies to all organisations (private, public and third sector), GDCS do not employ anyone and therefore, dealing with disputes and grievances can be particularly challenging for a number of reasons:

- There is no specific HR function/team dedicated to dealing with grievances
- The Executive Committee, as volunteers, are unable to offer the time required or keep pace with an evolving issue/dispute.
- Resources, time and remote working without exclusive digital networks, mean that it can be easier for trustees and others to 'hope' that situations sort themselves out, which it is recognised, may not be satisfactory or productive

However, it is important that GDCS has a grievance procedure that is accessible for both individuals and the Society as a whole should any future grievance arise. It is recognised that *not* dealing with a grievance appropriately (or at all!) can result in damage to reputation.

GDCS aims to:

Comply with the ACAS Code of Practice on Disciplinary Grievance. This requires that:

1. The nature of the Grievance is established *in writing*
2. A meeting between all parties is arranged to *discuss the grievance and how to resolve it*
3. Reasonable effort is made to ensure fairness and to limit feelings of intimidation as much as possible by inviting companion(s) and or unbiased third party
4. Decide on appropriate action and communicate this in writing at the earliest opportunity
5. Should a satisfactory resolution not be reached, then an impartial person not connected to the case should be sought and a second meeting arranged

GDCS commits to:

The aim of this Grievance Procedure is to settle grievances or complaints fairly and it is intended to operate simply and quickly. Every effort will be made to resolve the issue at the earliest possible stage, with efforts made to avoid proceeding to the next stage and so towards an amicable resolution.

Reviews / dates: