

## **Parish of St. Laurence, Catford Grievance Procedure**

The Grievance Procedure is intended to address concerns arising from an individual's perception that a policy, rule or procedure has been applied or ignored to their detriment, whereas the conduct of one individual towards another will be dealt with under the Disciplinary Procedure. Where this is not clear at the outset then the matter may initially be dealt with as a grievance with the option to move into the Disciplinary Procedure if necessary.

It is the Parish policy to ensure that any employee with a grievance has access to a procedure that can lead to a speedy resolution of the grievance in a fair manner:

### **Informal Stage:**

Most grievances can be resolved by discussion and you should raise matters informally with your line manager in the first instance. If you are not satisfied however you may then invoke the formal procedure.

### **Formal Procedure:**

At every stage you will have the opportunity to state your case and be represented, if you wish, at any meeting by a friend, or by a fellow employee.

#### **Stage 1**

You should submit your grievance to your line manager in writing, who should meet with you to discuss your grievance and then give you a reply within one week of that meeting. This period may be extended by mutual agreement.

#### **Stage 2**

If the reply given at Stage 1 does not satisfactorily resolve the grievance, then within a week of the response, you should detail the grievance in writing to the PCC, representatives of which will meet with you to discuss your grievance and then give a decision within one month (or such other agreed period). The decision of the PCC will be final.