



grievance procedure

01/08/2008 rev16/06/09

Our grievance procedures has three stages:

- #1 The employee must set out their grievance in writing - the statement should be sent to Tony Cook, unless the grievance is against him, in which case the matter should be raised with Christian Cutler.
- #2 A meeting is held and CuCo will inform the employee of the outcome during a meeting which will take place as soon as possible afterwards and be informed of the decision. During this meeting, the employee is notified of their right to appeal. The employee must appeal to complete the statutory procedure.
- #3 An appeal meeting is held, if requested - if the employee wishes to appeal against the decision following the grievance hearing, CuCo will invite the employee to a further meeting. If reasonably practicable, a more senior manager who has not been involved in the grievance procedure so far should deal with the appeal. After the meeting, CuCo will inform the employee of the decision taken.

The employee has the right to be accompanied at both meetings by a colleague or union representative.

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Employment

CuCo will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

CuCo will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

All employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

All employees will be encouraged to discuss their career prospects and training needs with their immediate supervisors.

Monitoring

It is the responsibility of the Tony Cook to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

Grievances and victimisation

CuCo emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.

Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.