



# Grievance Policy

Policy Code:	HR12
Policy Start Date:	July 2024
Policy Review Date:	April 2026

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- 5.1. All employees have the right to be accompanied by an appropriate work colleague or an accredited trade union official at any formal meeting in this process.
- 5.2. Employees must inform the meeting chair who their chosen companion will be at least 2 working days before any meeting.
- 5.3. Where an employee chooses to bring a companion to a meeting they will be responsible for making these arrangements and for providing their companion with copies of any required paperwork.
- 5.4. If the employee's chosen companion is unavailable at the time of the hearing the employee can propose an alternative time within seven calendar days of the originally scheduled date. If the companion is not available within seven calendar days, the Trust may require the employee to choose an alternative companion.
- 5.5. At formal meetings, the employee's companion can make representations, ask questions, sum up the employee's case, and request an adjournment to discuss the case privately with the employee.
- 5.6. The companion does not, however, have the right to answer questions on the employee's behalf.
- 5.7. Acting as a companion is voluntary and CIT employees are under no obligation to do so. If a CIT employee agrees to be a companion at a meeting they will be allowed reasonable time off from duties without loss of pay.
- 5.8. The Trust may, at our discretion, allow employees to bring a companion who is not a colleague or union representative (for example, a member of their family) as a reasonable adjustment if the employee has a disability, or difficulty understanding English.

## **6. Confidentiality**

- 6.1. The Trust aims to deal with grievances sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information which is communicated to them in connection with this grievance procedure. Employees and their companions must not make electronic recordings of any meetings or hearings conducted under this procedure.
- 6.2. Breaches of confidentiality may be investigated under the Trust Disciplinary Policy.
- 6.3. All records of action taken under the grievance procedure will be handled and retained in line with the Trust's Data Protection Policy.

## **7. Raising Grievances Informally**

- 7.1. Most grievances can be resolved quickly and informally through discussions between an employee and their line manager. If an employee feels unable to speak to their line manager, or if the complaint directly concerns the line manager, then the employee should speak to a member of the Senior Leadership Team, the Head Teacher or a member of the Executive Leadership Team.
- 7.2. A line manager may be required to conduct some informal investigations to establish







- The grievance is partially upheld, e.g. there is validity to some of the grievance

10.4. The written outcome letter will confirm the following:

- The chosen outcome.
- The reasons for the decision.
- Any facts that the grievance manager has ascertained in coming to their decision.
- Any recommendations or agreed actions to take.
- The employee's right to appeal the decision.

## **11. Appeals**

11.1. The employee has the right to appeal against the grievance outcome. An appeal must be made in writing within 10 working days of receipt of the outcome letter. It must clearly state the reasons as to the basis of the appeal. The appeal should

