

GRIEVANCE POLICY & PROCEDURE

PURPOSE: The Grievance Procedure is a channel of communication that can be used to effectively identify problem areas within the workplace. The main objective of this policy is to resolve and prevent conflict in the workplace and to protect the interest of management and employees.

It is important to remember that a Grievance Policy provides for an effective problem solving process that is beneficial to improving Company climate and labour relations.

WHAT THE GRIEVANCE POLICY & PROCEDURE INCLUDES: -

- A comprehensive procedure on the steps involved in the process
- Grievance Forms & any other relevant documentation

PLEASE NOTE:

When a procedure is about to be introduced to employees, they will need to be **TRAINED** on the relevant procedure and then it can be implemented.

An electronic **TRAINING REGISTER** will be provided and employees can either do self-training or receive training in a group, but all must sign the training register.