

GRIEVANCE PROCEDURE

Issue: 4**Document Number:** SEL17**Issue Date:** February 2016**Originator:** Hanna Claydon**Review Date:** February 2020**Responsibility:** Nadine Kaminska

In case of a grievance:

1. The employee must inform the Director of Studies or one of the Directors of the grievance in writing.
2. The Director of Studies or Directors will then invite the employee to discuss the grievance. He/she may be accompanied and will be notified in writing of the decision.
3. There is a right of appeal. The employee may put his/her case in writing and is then notified of the final decision.

Disciplinary Procedure

1. In the event of an alleged breach of discipline, there will be an investigation to establish the facts.
2. There should then be a decision to either drop the case or to handle it formally.
3. The employee will be advised in writing what it is they are alleged to have done wrong and invited to a meeting. They will be advised that they can be accompanied if they wish.
4. The meeting is to explain the allegation and to listen to the employee's case.
5. The Director then decides if disciplinary action is justified or not and in either case will advise the employee.
6. If action is appropriate, then a letter will be written as a written warning outlining the nature of the misconduct and the change in behaviour required.
7. If there is no change or the breach is repeated then a final written warning will be made after the employee has had a chance to present his/her case.
8. If there is still no improvement, the employee may be dismissed or some other suitable action taken.