



Grievance Procedure

What is its purpose?

This procedure is intended as the tool by which an employee may formally have a grievance, regarding any condition of their employment, heard by the Management of the Company. The aggrieved employee has the right to representation by a work colleague.

Why is it important?

This procedure ensures consistent and fair treatment for all ted Learning Group employees and ensures all employees have the right to be heard if they feel they are not being treated fairly or appropriately at work.

Who or what within the organisation does it apply to?

This procedure applies to all ted Learning Group employees.

When will it be effective from?

January 2020

The procedure to be followed:

In the event of an employee wishing to raise a grievance, it is preferable for the grievance to be satisfactorily resolved as close to the individual and their line manager as possible. It is understood however that this is not always possible and that a formal procedure is required to ensure the swift and fair resolution of matters which aggrieve the Company's employees.

Time scales have been fixed to ensure that grievances are dealt with quickly, however these may be extended if it is agreed upon by both parties.

This procedure is not intended to deal with:

- Dismissal or disciplinary matters which are dealt with in a separate procedure.
- Disputes, which are of a collective nature and which are dealt with in a separate procedure.

Stage 1

- An employee who has a grievance, should raise the matter with their line manager immediately either verbally or in writing. If the matter itself concerns the employee's immediate manager, then the grievance should be taken to their superior.
- If the manager is unable to resolve the matter at that time then a formal written grievance form should be submitted (see appendix 1). The manager should then respond within two (2) working days (i.e. the manager's normal working days) to the grievance unless an extended period of time is agreed upon by both parties.
- The response will give a full written explanation of the manager's decision and who to appeal to if still aggrieved.

Stage 2



- In most instances the Company would expect the manager's decision to be final and for the matter to come to a close. However, in some circumstances the employee may remain aggrieved and can appeal against the decision of the manager concerned.
- The appeal, to the manager next in line, must be made within ten (10) working days of the original response to the employee's grievance. The appeal must be in writing (see appendix 2) and contain the original formal Grievance form. This manager will attempt to resolve the grievance. A formal response and full explanation will be given in writing, as will the name of the person to whom they can appeal if still aggrieved, within seven (7) days.
- Where the 'next in line' manager at this stage is the Director with responsibility for the employee's function, then the grievance should immediately progress to stage 3.

Stage 3

- If the employee remains aggrieved there will be a final level of appeal to the Director responsible for the employee's function. This appeal must be made in writing (see appendix 3), enclosing a copy of the original Formal Grievance form, to the Director within ten (10) working days of receipt of the Stage 2 response.
- This Director will arrange and hear the appeal with another management representative and respond formally with a full explanation within twenty (20) working days.
- Where a grievance is raised against a Director then the grievance will be heard by the Managing Director.
- There is no further right of appeal. Where however both parties agree that there would be some merit in referring the matter to a third party for advice, conciliation or arbitration, arrangements will then be made to find a mutually acceptable third party.

Using mediation

- An independent third party or mediator can sometimes help resolve grievance issues before it is necessary to invoke the formal procedure. Mediation is a voluntary process where the mediator helps two or more people in dispute to attempt to reach an agreement.
- Any agreement comes from those in dispute, not from the mediator. The mediator is not there to judge, to say one person is right and the other wrong, or to tell those involved in the mediation what they should do.
- The mediator is in charge of the process of seeking to resolve the problem but not the outcome.
- ted Learning Group will seek to identify employees who have been trained and accredited by an external mediation service who can act as internal mediators in addition to their day jobs. When this is not appropriate the Company will source an external mediation provider.
- Mediators will work individually or in pairs as co-mediators.
- There are no hard-and-fast rules for when mediation is appropriate but it can be used:



- for conflict involving colleagues of a similar job or grade, or between a line manager and a member of their team
- at any stage in the conflict as long as any ongoing formal procedures are put in abeyance
- to rebuild relationships after a formal dispute has been resolved
- to address a range of issues, including relationship breakdown, personality clashes, communication problems and bullying and harassment.
- Mediation is not part of ted Learning Group's formal grievance procedure. However, if both parties agree to mediation, then the grievance procedure can be suspended in an attempt to resolve the grievance through that route. If mediation is not successful, then the grievance procedure can be re-commenced.

Outside authorities that are responsible or require the procedure

<https://www.acas.org.uk/index.aspx?articleid=1461>

Impact and effectiveness

Justin Smith-Essex is responsible for the management and monitoring of effectiveness of this policy.

Appendices follow:



Appendix 1

To:

From:

Dept:

Date:

Immediate Line Manager:

Dear

I wish to take a formal grievance out against:

.....

in line with the Company Grievance Procedure. The details of my grievance are shown below:

Yours sincerely,

(Manager should respond to this formal written grievance within 2 working days unless an extended period for response is mutually agreed)



Appendix 2

To

From

Dept

Date

Immediate Superior

Dear

On (within 10 days of the response to the initial formal grievance) my grievance against _____ was heard by _____

I am not satisfied with the outcome of this meeting and would like to appeal to yourself for a further hearing of my grievance, in line with the Company Grievance Procedure.

I enclose a copy of the original letter regarding this matter and other correspondence and information related to it.

Yours sincerely

(Manager should respond to this formal written grievance within 7 days unless an extended period for response is mutually agreed)



Appendix 3

To (Director):

From:

Dept:

Date:

Immediate Superior:

Dear

On (within 10 days of the response to the second stage of the formal grievance)

I appealed to _____ against the decision made at my initial grievance
against _____

I remain dissatisfied with the outcome of this meeting and would like to appeal
to you for a further hearing of my grievance, in line with the Company Grievance
Procedure.

I enclose a copy of the original letter regarding this matter and other
correspondence and information related to it.

Yours sincerely

(Manager should respond to this formal written grievance within 7 days unless
an extended period for response is mutually agreed)