



Grievance Policy

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- 11.2 An appeal meeting will be convened, normally within 10 working days of receiving your written appeal. An appropriate appeals panel will be formed as follows:
- For school-based employees: a member of the ELT, a HT and a member of the LSB.
 - For a HT: a member of the ELT, one Trust Board member and one LSB member.
 - For ELT: 3 x Trust Board members.
 - For CEO: 2 x Trust Board members and a suitably experienced/knowledgeable external panel member.
- 11.3 Employees have the right to be accompanied at the appeal meeting by an appropriate work colleague or an accredited trade union official.
- 11.4 The Grievance Manager will present their case to explain the original decision.
- 11.5 No decisions will be made during the appeal hearing itself. The panel may consider it necessary to carry out further investigations before reaching any decisions.
- 11.6 The panel will confirm its final decision in writing without unreasonable delay. This is the end of the procedure and there is no further appeal.
- 11.7 The possible outcomes at an appeal meeting are:
- **Full or Partial Rehearing** – The appeal panel request the full case or parts of the case to be heard by a new panel. This may require additional investigation.
 - **Appeal Rejected** – The appeal panel uphold the original decision and the appeal is rejected. The reasons why will be confirmed.
 - **Appeal Upheld** – The appeal panel uphold the employee's appeal and will include the details of appropriate actions to be taken.

12. Malicious Grievances

- 12.1 Disciplinary action may be taken against employees making malicious grievances. Bullying, harassment or victimisation will not be tolerated.
- 12.2 All employees will be made aware of the Staff Code of Conduct and act in accordance with it.

13. Monitoring and Review

- 13.1 This policy will be reviewed every two years by the Director of HR.