

intheshed

Our monthly puzzle page to keep you entertained when you're forced indoors..

CROSSWORD

ACROSS

- 1 Belief based on insight into God and the soul (9)
- 6 Payment made to add call time to a mobile phone
- 9 Opera house at which Puccini's Turandot was premiered in 1926 (2,5) 10 Implement for practical (usually household) use (7) 11 Rice cooked in seasoned broth (5)
- 12 A country's withdrawal from international politics
- 14 Pompous, specialist jargon (12)
- 17 One who uses the mind creatively (12)
- 20 Pay back, compensate (9) 21 US state, capital Boise (5)
- 22 Former paper size,
- 48x72 inches (7)
- 24 Shakespeare work whose titular character is married to Desdemona (7) 25 Country which borders France, Switzerland, Austria and Slovenia (5) 26 Traditional outdoor stage (9)

DOWN

- 1 Bulbous plants with single, showy flowers (6)
- Without difficulty (6)
- 3 US monument poetically called "Mother of Exiles" (6,2,7)
- 4 Decide on one's actions ad hoc (4,2,2,3)
- 5 Mail on Sunday magazine (3)
- 6 1938 Hitchcock film set in the fictional country of Bandrika (3,4,8)
- 7 In Greek mythology, god of the sea (8)
- 8 Director of the 1988 Harrison Ford movie Frantic
- 13 Delighted (4,3,4)
- 15 Prime Minister who was preceded and succeeded by Gladstone (8)
- 16 African republic once known as Abyssinia (8) 18 Perennial plant, native

of Mexico, Columbia and

- Central America (6) 19 Scottish loch, the UK's largest lake (6)
- 23 An obstacle; cause friction (3)

QUICK 'NINE HOLE' QUIZ

- 1. How many inner wire rings are there on a dartboard?
- 2. If you were puting numbers on new changing room lockers to be numbered from 1 to 100, how many times would you use the number 9?
- 3. Which famous group performed the first ever song on Top Of The Pops in 1964?
- 4. In the Adrian Mole Diaries, what is the surname of his girlfriend?
- 5. Charlotte Edwards led England's women to World Cup glory in which sport in March 2009?
- 6. Which supermodel is seen pole dancing in the White Stripes video for the song I Just Don't Know What To Do With Myself?
- 7. Which band has released albums titled Word Gets Around,
- Just Enough Education To Perform and Pull The Pin?
- 8. Who wrote the novel Revolutionary Road, which was made into a successful feature film?
- 9. In the Star Wars films, which two actors played Obi Wan Kenobi?

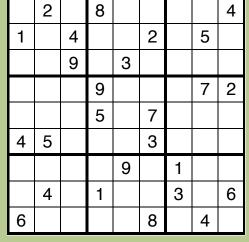
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SUDOKU Fill in the grid so that every row, every column and every 4x4 box contains the numbers 0 to 9 and the letters A to E.

MONSTER

SUDOKU

Fill in the grid so that every row, every column and every 9 box shape contains the numbers 1 to 9.



page 69



FORMAL MEETINGS - PART TWO: Grievance Hearings

In Part One of this series we covered the topic of formal disciplinary meetings. We now turn our attention to what happens when a formal grievance has been raised.

It may be the case while you are working that you have to raise a grievance or someone may raise a grievance against you.

Depending upon the nature of your grievance you may wish to attempt to resolve the issues informally. This may involve speaking to the person you have the issue with directly or alternatively seeking the assistance of someone more senior for advice regarding how you should approach the issue. In some cases this can be the most effective way of resolving workplace issues between staff. The informal approach can also be used when you are not happy about something that has been implemented by the Company.

It is entirely your decision, however, if you wish to approach the matter informally as detailed above or if you wish to take the matter onto a more formal setting by actually raising a formal grievance.

Formal Grievance Hearings - If you have raised a formal grievance you will be invited to discuss this in a formal grievance hearing. This letter should let you know the date, time and location of the meeting. It will also let you know you are entitled to be accompanied by a companion (the role of the companion will be covered in the final article in this series).

You may be asked to provide more infor-

mation regarding your grievance prior to attending a hearing if your employer feels that the information you have detailed does not provide them with enough information to understand what or who your grievance is about. Please note if a grievance is raised and it is found to be deliberately vexatious or malicious then the Company has the right to investigate this and take appropriate action against the person raising the grievance if they wish.

The meeting itself - At the hearing your employer will ask you details of your grievance. You need to be prepared to explain in detail the reasons for your grievance. This may mean you will have to provide information about specific incidents or events, specific dates, times. If someone has raised a grievance against you, your employer will present the allegations made against you, and you will have the chance to respond.

Investigations - It may be the case that your employer has to conduct various investigatory/informal meetings with other staff who are not directly related to the grievance. This will often be in order to gain clarity of what specifically happened at a particular point in time or on a particular occasion.

The decision from the meeting - It may take some time for your employer to reach a decision on a grievance raised. This may be because they have to investigate any findings from the meeting with the person raising the grievance or indeed from the person the grievance has been raised against. If you are

the person raising the grievance you will be informed of the decision/findings in writing. If your grievance is not upheld you will have the right of appeal against the decision.

It may be the case that your employer suggests some form of conciliation between yourself and the person the grievance has been raised against. This is often used when there are communication issues between two people and one person is not happy with how they feel and/or perceive they are being treated. This can often be very useful as it may be the case that you need to continue working with the person that you have raised the grievance about.

Appeal Meetings - A grievance procedure will also include a clause that allows a person dissatisfied with the original decision to appeal. If you have appealed a decision against a grievance you have raised then you will be invited to discuss this in an appeal hearing. This letter should let you know the date, time and location of the meeting and inform you you are entitled to be accompanied by a companion

The meeting itself - At an appeal meeting you will be asked to detail the specifics of why you are appealing. You will have written a letter prior to this, and your employer will want you to expand upon the information in your letter.

The decision from the meeting - Your employer will write to you with the decision/ outcome of your appeal meeting and in most cases this decision will be final.



QUICK 'NINE HOLE' QUIZ ANSWERS:

- 20 The Rolling Stone
- Braiwaithe
- Cricket
- Kate Moss
- Stereophonics Richard Yates
- Alec Guiness and Ewan

CROSSWORD

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MONSTER SUDOKO

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SQUIGGLY SUDOKO

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