

## 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.



## intheshed answers

### QUICK 'NINE HOLE' QUIZ ANSWERS:

1. 7
2. 20
3. The Rolling Stone
4. Braiwaithe
5. Cricket
6. Kate Moss
7. Stereophonics
8. Richard Yates
9. Alec Guinness and Ewan McGregor

### CROSSWORD

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### MONSTER SUDOKO

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### SQUIGGLY SUDOKO

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