

WITHAM AND HUMBER DRAINAGE BOARDS

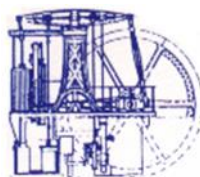
Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

www.witham3idb.gov.uk

Managing Employee Grievance policy

Background	This policy is written to ensure that every member of staff are aware of their responsibilities regarding raising problems and concerns and will not suffer detriment for doing so as long as the complaint is not malicious
Statement	This policy provides a process for employees to raise grievances about work or their working environment, including Dignity at Work issues, and that these are dealt with in a fair and effective manner at the appropriate level.
Responsibilities	Responsibilities of implementation and review of policy Chief Executive, Senior Management Team and Line managers. This policy applies to: All staff
Training	The personal commitment of every employee to this policy and application of its principles are essential. Senior Management Team and line management are responsible for implementing, supporting and guiding. Workshops are available for managers on this policy and other supportive mechanisms. Training is available to raise awareness and reduce preconceived ideas about grievance procedures its effect in the workplace.
Dissemination	Board Website
Resource implication	Human Resource Lead, Senior Management Team, Line Management, individual staff members.
Equality & Diversity	This policy aims to meet the requirements of the Equality Act 2010 to ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.
	Version 2
Approval Date	July 2020

INTRODUCTION

This policy provides a process for employees to raise grievances about work or their working environment, including Dignity at Work issues, and that these are dealt with in a fair and effective manner at the appropriate level.

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The accompanying procedure outlines the informal and formal stages, along with the right of appeal following the formal stage.

Every effort should be made by all parties to resolve grievances through an informal process.

Any form of harassment, discrimination, bullying or victimisation is unacceptable.

AIMS OF POLICY

This policy aims to ensure that:

- Lawful, non-discriminatory and effective arrangements exist for dealing with employee concerns and grievances
- All employees are aware of their responsibilities regarding raising problems and concerns and will not suffer detriment for doing so as long as the complaint is not malicious
- Managers are aware of and supported in carrying out responsibilities for resolving issues as soon as possible

SCOPE OF POLICY

Grievances must be raised within three months of the incident or action giving rise to it, unless exceptional circumstances apply. Any grievance raised outside of that time limit may not be considered.

Grievances can only be raised by a current employee or ex-employee (subject to the time limits above). If an ex-employee wishes to raise a grievance they must indicate in writing that this is the case.

There is no automatic right to a meeting in respect of a grievance raised by an ex-employee and any response to that grievance may be in writing only. The decision on offering a meeting will be at the discretion of the manager to whom the grievance is addressed.

Comments made on an Exit Questionnaire or in an Exit Interview will not automatically be considered as a formal grievance for the purposes of this policy.

further information see Equality Act 2010 Guidance and ACAS Guide for Discipline and Grievances at Work and Dignity at Work Guidance.

Some matters relating to employment do not fall within the scope of this policy and are dealt with under separate arrangements. These include:

- Disciplinary outcomes (Disciplinary/Appeals Policy)
- Allegations of serious health and safety issues, unethical conduct, conduct that is an offence, fraud, corruption or financial malpractice (Whistleblowing Policy)
- Applications for grading, re-grading and appeals
- Payroll matters affecting Income Tax, National Insurance, Pension, etc.

FURTHER INFORMATION

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Employees should note that the electronic, audio or video recording, by any device, of all meetings associated with the grievance process will not be permitted, unless express authorisation has been received from the appropriate senior manager prior to any such recording taking place.