



Grievance Procedure

1. Introduction

It is the policy of Forest Voluntary Action Forum to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2. Principles

- Each step in the procedure must be followed through without unreasonable delay
- Both the employee and the employer (FVAF) must take reasonable steps to attend each meeting under the procedure and will have the opportunity to state their case at each meeting
- Meetings will be at a reasonable time and location and will take account of any personal circumstances that may restrict the availability or involvement (for example, through disability) of either the employee or the employer
- All relevant information will be provided to both employer and employee in advance of any meeting under the procedure
- The employee has the right to be accompanied by a colleague or other appropriate representative at the meetings at Step 2 and at Step 3
- The meeting at Step 2 will be held with either the Manager or, in the case of the Manager, a nominated trustee of FVAF, but not the Chair
- The appeal meeting at Step 3 will, where possible, be chaired by the Chair of FVAF, or, if unavailable, a different trustee to one previously involved in the procedure.
- Confidentiality will be maintained at all times and only those who need to know will be informed about the grievance.
- After the grievance and regardless of the outcome, both parties will endeavour to work together in a positive manner

3. Informal discussions

If you have a grievance about your employment you should discuss it informally with your line manager. It is hoped that the majority of concerns will be resolved at this stage.

4. Steps in the grievance procedure

Step 1 – written statement

If you feel that the matter has not been resolved through informal discussions you should put your grievance in writing to your line manager, or in the case of the Manager, to a nominated trustee.

Step 2 – meeting

Your line manager (or in the case of the Manager a nominated trustee) will arrange to meet with you and will aim to give you a written response without unreasonable delay. If this is not possible he or she will inform you of the reason for the delay and when you can expect to receive a written response

Step 3 – appeal

If you are not satisfied with the response you may put your grievance in writing to the Chair of FVAF. The Chair will arrange to meet with you and will give you a response without unreasonable delay. If this is not possible you will be informed of the reason for the delay and when you can expect to receive a response.

Step 3 is the final stage of this procedure and there is no further right of appeal after this stage in the procedure

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