



5.3 Grievance Policy

This policy provides information on how a staff member who has a grievance concerning their employment should aim to resolve it

Introduction

Brambles recognise the importance of maintaining sound relationships with its employees. If a staff member(s) have a grievance, the process provides a way that a speedy resolution can be sought. Our preference is to resolve any problems quickly and informally "nipping it in the bud."

Eligible staff

All staff (both paid and voluntary) can raise grievances under this process.

The process

Informal stage

Ideally grievances should be resolved at this stage through discussion with the parties concerned.

Stage 1

First stage of the formal grievance process (i.e. grievance meeting held and written outcomes given)

Stage 2

If the employee is not satisfied with the outcome received from stage 1, they have the option to appeal. An appeal meeting (stage 2) will be held and a written outcome given. The outcome of this appeal will be final.

Deadline for invoking the formal process

An employee who advises the Manager of their intention to raise a grievance must do so within one month of their stated intention or they will lose the right to raise the grievance.

Representation at hearing

All staff have the right to be represented by either a colleague or a trade union official certified by their union to act as a staff representative, at each hearing during the grievance process. **Note** it is expected that the same representative will be involved throughout the grievance process

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On	18 th May 2020	<i>(date)</i>
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	Updated August 2021	<i>(date)</i>
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Signed on behalf of the provider		
Name of signatory	<hr/>	Jonathan Wright
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Role of signatory (e.g. chair, director or owner)		Chair
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