



EMPLOYEE COMPLAINTS PROCEDURE

The following stages apply when you have a grievance in relation to your employment. At each stage you have the right to be assisted by a representative of your choice. An attempt should first be made to resolve the problem informally.

- Stage 1 Follow informal grievance guidelines. (These can be obtained from the Advisory, Conciliation and Arbitration Service)
- Stage 2 If the matter is not resolved informally you should raise the matter in writing to the Management Committee. The Management Committee will respond within ten working days.
- Stage 3 If the matter is still not resolved you have the right to raise the matter with the Management Committee to call on an individual of your choice to assist in either of these stages. The Management Committee understands the importance of a speedy resolution and will endeavour to ensure this.