


Policy

Title: Employee Grievance Policy

Document No.	Version	Status	Effective Date
POL-08	02	Approved	23/06/2020

Document Approvals

	Print Name	Signature	Date
Approver	Fran Crowell		23/06/2020

1.0 Objective

The purpose of this leave policy is to provide guidance for staff with regards to Employee Grievances within Remember Us

2.0 Scope

The scope of the document applies to all Staff of Remember Us.

3.0 Responsibilities

It is the responsibility of Remember Us to have a policy in place to provide guidance for staff with regards to Employee Grievances within Remember Us.

It is the responsibility of Remember Us staff and to ensure they have read and understand the policy herein.

4.0 Policy

Grievances will occur in the normal course of interaction in any organisation or workplace. It is accepted that failure to provide a procedure to deal adequately with these grievances, as they arise, will inevitably lead to disputes affecting not only the aggrieved party but all those employed in Remember Us.

It is Remember Us's intention to settle amicably, at all times, any disagreements between Remember Us and individual employees or groups of employees, or between employees themselves. All grievances will be dealt with, without undue delay and at the earliest possible stage of this procedure. The management team will ensure that all grievances will be dealt with consistently and fairly having regard to:

- Company Policy
- Custom and Practice within Remember Us

Stage 1

You should first raise the matter with a member of the management team who will make every effort to solve the problem as quickly as possible. The matter will be discussed informally by the employee or employees concerned, with the management team and agree any corrective actions.

Stage 2

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If you feel the problem has not been solved within a reasonable time or if you feel the solution is unsatisfactory, you may contact the Board of Directors in writing. A meeting will take place within a reasonable period appropriate to the issue.

Stage 3

Should the matter remain unresolved, it may be referred to the appropriate body in line with the Labour Relations Commission's Code of Practice.

During the period in which the above procedure is being followed, all employees are expected to co-operate with normal working arrangements as stipulated by Remember Us. The employee may be asked to leave Remember Us's premises for the duration of any investigation without prejudice to the outcome.

5.0 References

- n/a

6.0 Revisions

Version Number	Description of Revision
01	First issuance of Policy for Leave
02	Review and update of format