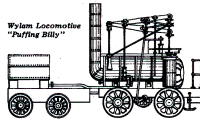


*Wylam Parish Council*



**GRIEVANCE POLICY**

1. The principal aim of this Policy is to resolve any grievance as swiftly and fairly as possible.
2. The employee with a grievance will be encouraged in the first instance to resolve the matter, if possible, by informal discussion. Under the Employment Act 2002, this action becomes part of an implied process aimed to achieve conciliation if possible.
3. The procedures invoked will be operated in accordance with the Employment Act 2000 (Dispute Resolution) and any subsequent amendment to that legislation.
4. The employee will have the right to be accompanied by a person of his/her own choosing who may speak on behalf of the employee and ask questions, but not answer questions put to the employee.
5. Any necessary materials, papers etc. will be provided that are necessary for the employee and/or representative to make their case.
6. Any grievance should first be made known in writing to the Chairman of the Council.
7. The times and places of any meetings will be notified and agreed with adequate time to prepare and attend.
8. A written record of all proceedings will be kept.
9. With the exception of reasons of Health and Safety, all hearings will proceed without interruption.
10. Proceedings will not be held in quasi-judicial language but will adopt simple language and procedures that are easy to understand.
11. Where it is deemed by both parties to be appropriate, an impartial external facilitator may be engaged in the proceedings.