

Employee Grievance Procedure Document

1. Purpose

The purpose of this document is to outline the process for employees to raise grievances and for management to address them promptly and fairly.

2. Scope

This procedure applies to all employees of [Company Name].

3. Definition

A grievance is any concern, problem, or complaint that an employee raises with management regarding their employment or work environment.

4. Procedure

1. Informal Resolution

- Employees are encouraged to resolve grievances informally by discussing the issue with their immediate supervisor.

2. Formal Grievance

- If the issue is not resolved informally, the employee should submit a written grievance to the HR department.
- The grievance should include details of the issue and any steps taken to resolve it informally.

3. Investigation

- HR will acknowledge receipt of the grievance and begin an investigation.
- All parties involved will be given the opportunity to respond.

4. Resolution

- HR will provide a written response, outlining the decision and any actions to be taken.

5. Appeal

- If the employee is not satisfied with the outcome, they may appeal the decision to senior management.
- The decision of senior management will be final.

5. Confidentiality

All grievance proceedings will be treated confidentially, and information will only be shared with those directly involved.

6. No Retaliation

Employees will not be penalized or retaliated against for raising a genuine grievance.

7. Review

This procedure will be reviewed annually and updated as necessary.

