

Grievance Policy

Swift Brickwork Contractors Ltd, deem it important that if an employee feels dissatisfied with any matter relating to their employment, they should have an effective means by which such a grievance can be aired and, where appropriate, resolved.

Nothing in this policy is intended to prevent employee from informally raising any matter they may wish to mention.

Informal discussion can frequently solve problems without the need for a written record. However, if they wish to raise a formal grievance they should normally do so in writing from the outset.

Employees have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on their behalf to explain the situation more clearly.

If the employee feels aggrieved at any matter relating to their work (except personal harassment, for which there is a separate procedure), they should first raise the matter with the person specified in their Statement of Main Terms of Employment, explaining fully the nature and extent of their grievance. Employee must be invited to a meeting at a reasonable time and location at which their grievance will be investigated fully.

Employees must be notified of the decision, in writing, must be within ten working days of the meeting, including their right of appeal.

If employee wishes to appeal, they can inform the Managing Director within five working days. They will then be invited to a further meeting. As far as reasonably practicable, the company must be represented by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting).

Following the appeal meeting employee must be informed of the final decision, should be within ten working days, which must be confirmed in writing.

Authorised by



M Walsh
Managing Director