

<b>SLOUGH BAPTIST CHURCH POLICY</b>	<b>Grievance Procedure Policy</b>
<b>POLICY NUMBER: SBCP-18</b>	



<b>Primary Responsibility:</b>	Secretary
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## **DISTRIBUTION**

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### **1. Purpose and Scope**

Slough Baptist Church realises the importance of good working relationships. It therefore tries to establish an atmosphere in which problems can be discussed and resolved and to encourage open communication. The church aims to resolve any grievance an employee may have about his or her work or about actions of the church, the congregation or the employee's colleagues.

Slough Baptist Church also believes that it is in everyone's best interest to ensure that employees' grievances are dealt with quickly and fairly and has therefore created this grievance procedure to enable individuals to raise issues with management that affect them in the workplace.

The scope of this procedure is all paid staff. The procedure is non-contractual but applies to all employees, who should familiarise themselves with its provisions.

### **2. Procedure: Stage 1**

The employee should first raise any grievance informally with the person to whom he or she immediately reports. This is because in most cases the line manager will be best placed to respond to the complaint.

### **3. Procedure: Stage 2**

If the employee is dissatisfied with the outcome of stage 1, the employee should raise the matter in writing giving full details. This written grievance should be sent to the line manager, or, if the grievance is against the line manager, the written grievance should be sent to the Church Secretary.

The manager should respond, normally within one week, and invite the employee to a hearing in order to discuss the grievance. The employee has the right to be accompanied by either a colleague or a trade union representative.

The manager should confirm the decisions and proposed actions to the employee in writing. This should normally be within 10 working days of the hearing but if this is not possible the employee should be given an explanation for the delay and told when a response can be expected.

#### **4. Procedure: Stage 3**

If the employee is dissatisfied with the outcome of stage 2, the employee may appeal in writing to the Church Secretary who should arrange an appeal hearing with a panel of at least three trustees. The employee has the right to be accompanied by either a colleague or a trade union representative.

Following the appeal hearing, the Church Secretary should inform the employee of the decisions and proposed actions in writing. This should normally be within 10 working days of the appeal hearing but if this is not possible the employee should be given an explanation for the delay and told when a response can be expected.

The outcome at stage 3 will be final, subject to any overriding decision by Slough Baptist Church Members' Meeting.