

## ***Policy on staff grievance***

### **1. Definitions**

*For the purposes of this policy “grievance” is defined as an individual staff member’s concern that s/he may have received unfair or unreasonable treatment from another London Brookes College employee.*

### **2. Other policies**

*This policy relates to concerns raised by individuals in respect of actions by others, which London Brookes College does not consider to fall within its policies relating to alleged disciplinary/misconduct or incapability. The grievance procedure might however give rise to subsequent actions under either of those policies.*

### **3. Rationale**

*London Brookes College expects all staff to behave professionally in their dealings with “customers” but it is equally important that they conduct themselves with appropriate respect and consideration for colleagues. Where an individual’s conduct causes another legitimately to feel aggrieved then Grievance Procedure might be initiated.*

### **4. Core Principles**

*The procedures under which London Brookes College shall deal with complaints from staff shall incorporate relevant provision from within employment contracts, employment legislation, and such information as is made available concerning good practice.*

### **5. Implementation**

*Where an individual staff member wishes to raise a legitimate grievance the advice of the Principal shall be sought before a formal grievance is raised. If the concern is more appropriately dealt with under either the disciplinary/misconduct or capability procedure the Principal will advise the complainant accordingly.*

### **6. Quality Assurance**

*This policy will be reviewed annually, or as otherwise directed by the Principal, London Brookes College Policy or legislative changes.*

***Checked on 2<sup>nd</sup> March 2024***