



4.3 Staff Grievance policy

It is important that if a member of staff at The Bumblebee Children's Charity (hereafter known as the Charity) 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 procedure is intended to prevent staff from informally raising any matter they may wish to mention. The procedure for staff to raise a grievance, and their right to appeal any decision, is set out in the staff handbook.

Dealing with grievances informally

If an employee has a grievance or complaint about their work or someone they work with, they should start by speaking with their line manager, or a trustee, wherever possible. They may be able to agree a solution informally between them. Informal discussion can frequently solve problems without the need for a written record.

Whilst the Charity gives the same consideration to any grievance that is raised verbally, the law requires that employees provide the trustees with written details of their grievance for it to be treated formally.

Formal grievance

If the matter is serious or an employee wishes to raise it formally, they should follow the procedure as set out in the staff handbook. They should keep to the facts and avoid language that is insulting or abusive.

Sexual Harassment Grievance

Please refer to the 4.1 Sexual Harassment Policy

Grievance hearing

- A grievance hearing will be convened in accordance with the procedure set out in the staff handbook.
- The employee has the right to be accompanied to the grievance hearing by a trade union representative.
- The employee has the right to be accompanied at any stage of the grievance procedure by a fellow employee, who may act as a witness or speak on their behalf to explain the situation more clearly.

Right to Appeal

- If the employee is unhappy with the decision on their grievance they can raise an appeal in accordance with the procedure set out in the staff handbook.
- The employee has the right to be accompanied to the appeal by a trade union representative.



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- The employee has the right to be accompanied at any stage of the appeal procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.

Reporting on the outcome of the grievance

The employee will receive any outcomes relating to the grievance, or appeal, as set out in the procedure detailed in the staff handbook.

Reference material:

[ACAS Grievance procedure](#)

This Policy was adopted by the Bumblebee Children's Charity on

Signed on behalf of the trustees

Date.....March 25

Name of signatory

Signed ...Lindsay Warne.....

Role of signatory

Charity Administrator