	Bayan College		
	<b><i>Employee Grievance Policy</i></b>		
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### **1. Introduction:**

- *All employees are expected to behave in a manner that respects the rights and welfare of each other and to show good faith and compliance with policies and procedures in performing their duties.*
- *All employees are encourage to settle any grievance directly among themselves.*
- *A grievance should be raised as early as possible.*
- *All employees associated grievance procedures should maintain confidentiality and never discuss the grievance only with parties involved.*

### **2.Purpose:**


- *To define a clear and fair process for employees to raise a grievance;*
- *To identify the procedure for settling the grievance.*

### **3. Definitions :**


- **Complainant:** *The Employee lodging the grievance.*
- **Respondent:** *The Employee against whom the grievance has been lodged.*
- **Grievance:** *A behaviour/ an action of an employee/employees which has or could have an unreasonable negative impact on an employee/employees or on their ability to undertake their duties.*

### **4. Procedure :**

1. *A complainant should refer the grievance to their HoDs. When a complainant has a grievance against their HoDs , he/she may refer it to their HoD's supervisor.*
2. *A complainant must fill in a grievance's form in which he/she states : the grievance , a suggested solution. (The proposed solution should focus on achieving a better working environment, not apportioning blame.)*

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3. *The supervisor should respond within 3 working days of receiving the grievance's form; either settling the problem or refer it to the Dean. The complainant and respondent should be informed of the action taken.*
4. *The Dean will do his own investigation on the issue (for example interview both the complainant and respondent and other relevant persons); determine whether the grievance is justified; arrange for conciliation; decide a disciplinary action or no further action be taken. A decision should be taken within 7 working days of receiving the grievance's form from HoD. The complainant and respondent should be notified in writing of the action taken.*
5. *The decision of the Dean is final and is not open to challenge.*

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**5. Bayan College  
Employee Grievance Form**

*Please*

- *go through the college's grievance policy.*
- *discuss the issue with your supervisor before filling in the form*
- *retain a copy of this form for your record.*
- *remember that you should meet all deadlines for filing this Grievance. Failure to do that can result in your grievance not being heard or acted upon*

*1. Name:*

*2. Position:*

*3. Department:*

*4. Date grievance initially discussed with supervisor:*

*5. Explanation of grievance.*

*Please attach all documents you believe relevant to your grievance.*

*States which policy/ procedure/ regulation you believe has/have been violated. Please attach a detailed explanation.*

*6. Corrective action desired. Please may attach a detailed explanation.*

*Employee's Signature* \_\_\_\_\_

*Date*