

	Bayan College	
	<b>Employee Grievance Policy</b>	
	Version: 1.0	Effective Date: 01.10.10

### 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. Everyone is encouraged to settle any grievance directly among themselves. A grievance should be raised as early as possible and all employees associated with the grievance procedures should maintain confidentiality and never discuss the grievance proceedings with others only with the parties involved

### Purpose

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

### Definitions

1. **Complainant:** The Employee lodging the grievance.
2. **Respondent:** The Employee against whom the grievance has been lodged.
3. **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.

### 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.)
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.

Bayan College  
**Employee Grievance Form**

Please:

1. go through the College's grievance policy.
2. discuss the issue with your supervisor before filling in the form
3. retain a copy of this form for your record.
4. 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: \_\_\_\_\_

