



# BRADLEY DEMOLITION

## Grievance Procedure

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Bradley Demolition LTD wishes to ensure that all of its employees are treated fairly. If you have problems or concerns about your work, working environment or working relationships, the Company wishes to see these problems resolved before they develop into more serious situations.

Due to the sensitive issues that may arise from the subject matter of a grievance, the grievance procedure is not contractual and Bradley Demolition LTD reserves the right to follow a different procedure if considered appropriate for the particular circumstances of any complaint.

### The Procedure

If you have any grievance in relation to your employment, you should raise it informally with your immediate manager. If your immediate manager is unable to settle the matter within a reasonable time, then the following procedure will apply.

### Stage 1

Put the grievance in writing and send it to your immediate manager and the HR Department. They will arrange a formal meeting in order to discuss the grievance.

You have the right to be accompanied at this meeting by a work colleague or employee representative. We will write to you with a response to your grievance within five working days of the meeting. If you are not satisfied that the matter has been adequately resolved, or if your manager fails to deal with your written grievance, then Stage 2 of the procedure will apply.

### Stage 2

If you feel that your grievance has not been resolved at Stage 1 of the procedure, you should appeal in writing to the HR Department. The HR Department will arrange a formal meeting to hear your appeal. You have the right to be accompanied at this meeting by a work colleague or employee representative, the meeting will be held within five working days of the HR Department receiving your appeal. We will write to you within five working days of the meeting with a response to your appeal. If it is not possible to contact you with a response within that time, you will be given an explanation for the delay and will be informed when a response can be expected.

### Stage 3

Where your appeal has not adequately been resolved at Stage 2, you should make a further appeal in writing to a Director. The Director, or an authorised deputy, will arrange to hear your appeal within ten working days of receiving your written notification. You have the right to be accompanied at this meeting by a work colleague or employee representative. The Director or the authorised deputy will give you a decision regarding your appeal within 10 working days. If it is not possible to respond to your appeal within that time, you will be given an explanation and you will be told when a response can be expected.

Any decision of the Director or the authorised deputy is final.

Note:

If your grievance involves your immediate manager, you may initiate the grievance procedure at stage 2.

Issues giving rise to a grievance

The Company is aware that there are many issues which give rise to a grievance and it is impossible to give a comprehensive list. However, they might include matters relating to your terms and conditions of employment, the health and safety of yourself, colleagues or your working relationships with colleagues or your managers or your treatment at work.

In addition, in accordance with the Public Interest Disclosures Act 1998, the Company has instituted a system for reporting information which in your reasonable belief points to wrongdoing at work. (The Act is intended to protect 'Whistle-blowers').

A wrongdoing is any of the following:

- A criminal offence has been or is likely to be committed
- A person has failed, is failing or is likely to fail to comply with a legal obligation
- A miscarriage of justice has happened, is happening or is likely to happen
- The health and safety of an individual has been, is being or is likely to be damaged
- Damage to the environment has occurred, is occurring or is likely to occur
- Information showing any of the above has been, is being or is likely to be deliberately concealed.

If you become aware of wrongdoing at work, you should institute Stage 1 of the Grievance Procedure immediately. If you believe that the Company's managers may be involved in the wrongdoing, then please approach a Director and the HR Manager directly.

Confidentiality

Please note that any grievance raised by you will be received in absolute confidence and the Company will, as far as possible, keep any details or your complaint confidential save and except where your grievance leads to disciplinary action against another employee or officer of the Company. The Company will promptly investigate and deal with any grievance brought to its attention.

Grievance Procedure - Sensitive Issues

The Company believes that the dignity of every person must be respected and has accordingly adopted an Equal Opportunities Policy which includes a Policy Statement on Harassment at Work. All employees who have problems or concerns about their work, working environment or working relationships are encouraged to raise them through the Company's Grievance Procedure. However, the Company recognises that in issues of a sensitive nature, such as cases of alleged discrimination, harassment, bullying or victimisation, its normal Grievance Procedure may not be appropriate. In such cases and in particular where the alleged perpetrator is also the person with whom the employee would normally be required to raise his/her grievance, employees may use the following alternative procedure.

The procedure

### Stage 1

Whenever possible, you should attempt to resolve the grievance informally. Speak to the alleged perpetrator either alone, with a manager, the HR Department or a work colleague. Explain that his/her behaviour is not welcome and ask for it to stop. If you do not feel able to speak to the alleged perpetrator directly, ask your immediate manager or the HR Department to do so on your behalf. If the alleged perpetrator is the person to whom you report, you should ask his/her manager to accompany you or act on your behalf. In cases of alleged sexual harassment, you may, however, choose a manager who is the same sex as yourself.

### Stage 2

A formal grievance should be raised:

When an informal attempt to resolve the problem has failed

For a single serious incident

At any time at the request of the complainant.

The grievance should be raised in writing with your immediate manager and the HR Department. If your grievance is about your manager, you should write to his/her manager and the HR Department. In cases of alleged sexual harassment, you may write to a manager who is the same sex as yourself. The manager or HR Department will arrange a formal meeting to hear your grievance. The meeting will be held within five working days of the manager and HR Department receiving your written complaint. You are entitled to be accompanied at this meeting by a work colleague or employee representative.

Wherever possible, confidentiality will be maintained but it will be necessary to disclose your name to the alleged perpetrator. The manager or HR Department will conduct an inquiry and you will be advised of the timescale and progress of the investigation. You will be advised of the outcome of the investigation and given a formal response to your grievance.

### Stage 3

If your grievance has not been adequately resolved at Stage 2, you should appeal in writing to a Director. The Director, or an authorised deputy, will arrange a formal meeting to hear your grievance. The meeting will be held within ten working days of receiving your written complaint. You are entitled to be accompanied at this meeting by a work colleague or employee representative. The Director or the authorised deputy will advise you of the timescale for his/her response. Any decision of the Director or the authorised deputy is final.

Deliberately false allegations against a fellow employee and or the Company may be treated as gross Misconduct.



Signed:

Andrew Hill - Director

Date: 07/12/2022