

Grievance Procedures

The aim of a grievance procedure is to enable people working with us to have their grievance heard and to seek appropriate action.

Grievances should be settled quickly and fairly and should be dealt with as close to their source as possible.

- Where a person has a grievance relating to working with Mitber they should try to resolve the matter by direct approach.
- If a direct approach is considered inappropriate or is unsuccessful they should ask to speak to a director of their choice.
- If the grievance relates to a director the person should refer the matter to another director.
- An interview with a director should be granted as soon as possible to resolve the issue.

If the grievance has not been resolved to the persons satisfaction, or the employee feels unable to pursue their grievance this way, the person can submit a formal written notice to the directors with any additional evidence.

We will:

- Arrange to meet you within 10 working days of receipt of the written grievance. The employee is entitled to be represented by a trade union representative or friend.
- Explore with the person the nature of the grievance and any action they wish to be taken to resolve it.
- Obtain and consider thoroughly all the relevant facts.
- Determine whether the grievance is justified and take action to resolve it.
- Notify the employee in writing of the decision as soon as possible

Directors contact details:

Ruth Purdy	ruth@mitber.com	07800 586315
Sharon Baker	info@sharonbaker.co.uk	07919 253624
Vanessa Harbar	vsharbar@yahoo.co.uk	07770 679687
Pete Doubleday	peter@bemusement.co.uk	07734888658
Phil Blease	phil.blease@btinternet.com	07591 143621