

MUMBLES METHODIST CHURCH

Grievance Procedure

(Wherever the word 'church' occurs it has the meaning of 'Mumbles Methodist Church')

Principles

The Church 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 Church wishes to see these problems resolved before they develop into more serious situations.

The Procedure

If you have any grievance in relation to your employment, you should raise it informally with your supervisor / line manager. If your supervisor / line manager is unable to settle the matter within three working days then the following procedure will apply:

Stage 1

Put the grievance in writing and send it to your supervisor / line manager. Your supervisor / line manager 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 friend of your choice. Your supervisor / line manager will write to you with his/her response to your grievance within 5 working days of the hearing. If you are not satisfied that the matter has been adequately resolved, or if your supervisor / line 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 Chairman of the Church Management Group. The Chairman of the Church Management Group together with one other member of the Church Management Group will arrange a formal meeting to hear your appeal. You have the right to be accompanied at this meeting by a work colleague or a friend of your choice. The meeting will be held as soon as possible after the Chairman of the Church Management Group receives your appeal. The Chairman of the Church Management Group will write to you within 5 working days of the meeting with his/her 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 the Minister of the Church. The Minister of the Church together with one other member of the Church Council {or an authorised deputy,} (delete) will arrange to hear your appeal as soon as possible after receiving your written notification. You have the right to be accompanied at this meeting by a work colleague or friend of your choice. The Minister of the Church {or the authorised deputy} (delete) 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 Minister of the Church and Church Council member {or the authorised deputy} is final.

Notes: [a] If your grievance involves your supervisor, you may initiate the grievance procedure at stage 2.

[b] If your grievance involves the Minister of the Church you should write to the Secretary of the Church Council who will take advice from Church Officers and any other relevant sources about the most appropriate procedure to follow.

Issues giving rise to a grievance

The Church 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 or of colleagues, 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 Church has instituted a system for reporting information which in your reasonable belief points to a wrongdoing at work. This is as set out in the final paragraph of this section of the procedure.

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 a wrongdoing at work then please institute Stage 1 of the Grievance Procedure immediately. If you believe that Church officers may be involved in the wrongdoing then please approach the Minister of the Church directly.

Confidentiality

Please note that any grievance raised by you will be received in absolute confidence and the Church 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 Church. The Church will promptly investigate and deal with any grievance brought to its attention.