



Staff Grievance Policy

Policy issue date: November 2020

Policy review date: November 2021

General principles

It is our policy to ensure that all employees have access to a procedure to help resolve any grievances relating to their employment, quickly and fairly.

This grievance procedure is for guidance only and does not form part of your contract of employment.

This procedure applies to all employees, regardless of length of service.

Any steps under this procedure should be taken promptly unless there is a good reason for delay. The time limits in this procedure may be extended if it is reasonable to do so.

4 Strides Equestrian may vary this procedure as appropriate to a particular case. The procedure may also be discontinued if it becomes impracticable for either party to continue with it. In any case we will inform you in writing of the final outcome of your grievance.

Written grievances will be placed on your personnel file, along with a record of any decisions taken; any appeal notice; the outcome of any appeal; and any notes or other documents compiled during the grievance process.

Raising grievances informally

Most grievances can be resolved quickly and informally through discussion with your Manager. If this does not resolve the problem, you should follow the standard procedure below.

Written grievances

You should put your grievance in writing and submit it to your Manager unless the grievance is about your manager, in which case your grievance should be submitted to his/her Manager.

The written grievance should indicate that you are invoking this grievance procedure and contain a brief description of the reasons for your complaint, including any relevant facts, dates, and names of individuals involved. In some situations, we may need to ask you to clarify the subject matter of your grievance in advance of the meeting, or to provide further information.

Meetings and investigations

You will be invited to a grievance meeting, which will normally take place no more than two weeks after we have received your written grievance.

We may carry out such investigations as we consider appropriate prior to the meeting. This may involve interviewing you and any witnesses.

You may bring a companion to any of the meetings under this procedure.

You must take all reasonable steps to attend any meetings. If you or your companion cannot attend at the time specified, you should inform us immediately and we will make reasonable efforts to agree an alternative time.

The purpose of the initial grievance meeting is to enable you to explain your grievance and to discuss it with us. If you have a companion, they may make representations to us and ask

questions, but should not answer questions on your behalf. You may confer privately with your companion at any time during the meeting.

After the initial grievance meeting we may carry out such further investigations and/or hold such further grievance meetings as we consider appropriate.

4 Strides Equestrian will inform you of our decision and of your right of appeal, within two weeks of the final grievance meeting. This will be confirmed in writing.

Appeals

Should you wish to appeal you should do so in writing, stating your full grounds of appeal, within two weeks of the date on which the decision was sent or given to you.

4 Strides Equestrian will hold an appeal meeting, normally no more than two weeks after we receive your appeal. Where practicable, this will be held by someone senior to the person who conducted the grievance meeting(s). You may bring a companion to the appeal hearing.

Our final decision will be notified to you within one week of the appeal hearing. This will be confirmed in writing.

Right to be accompanied

You may bring a companion to any meetings held under this procedure. The companion may be either a Trade Union Official or a work colleague. You must tell the person holding the meeting, in good time beforehand, who your chosen companion is. Employees are allowed reasonable time off from duties to be a companion, without loss of pay.

In some circumstances your choice of companion may not be allowed: for example, anyone who may have a conflict of interest, or whose presence may prejudice the meeting. We may also ask you to choose someone else if the meeting would have to be delayed for over five working days because your companion is unavailable.

The procedure will be promoted and implemented throughout the establishment and will be amended by 4 Strides Equestrian UK LTD.

Approved by

Signed: Name: Date:

Director