

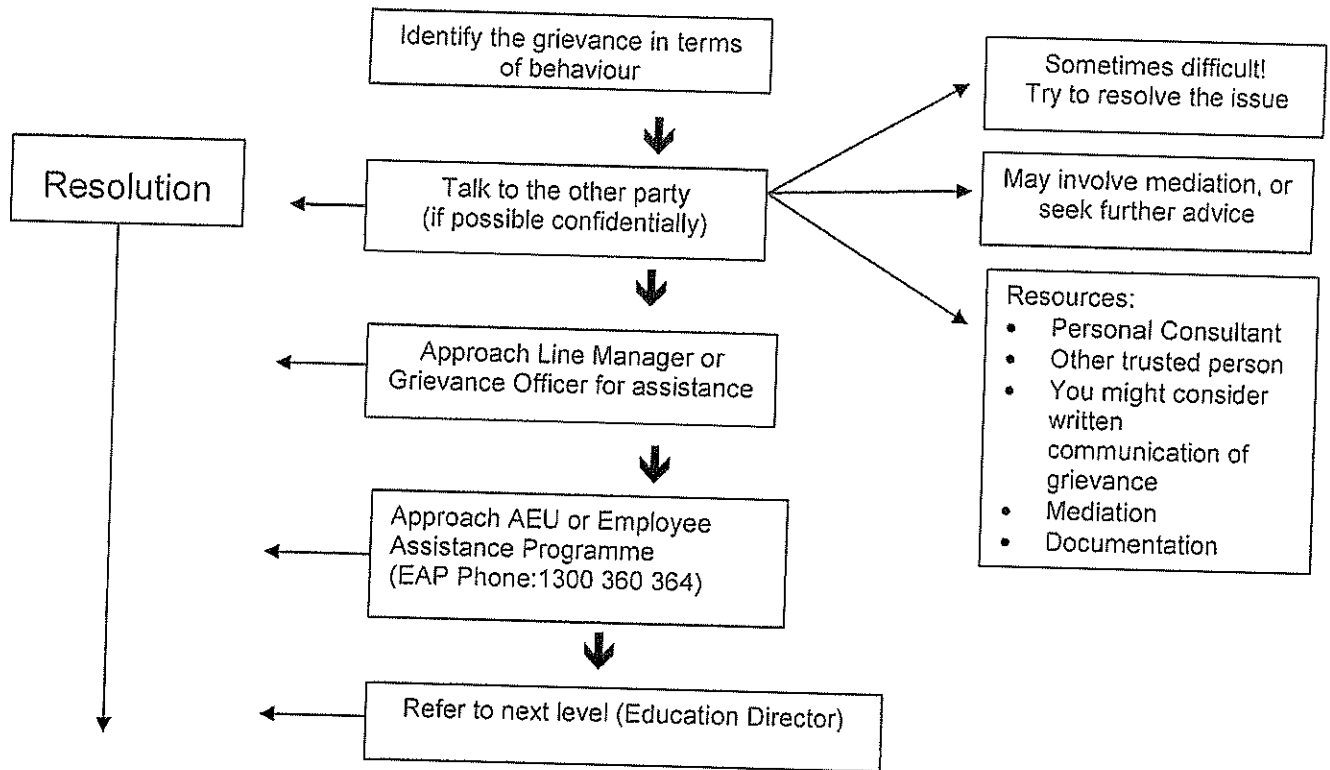
Pt Augusta Special School Grievance Procedure

GRIEVANCE PROCEDURE (Staff)

It is recognised that in any worksite there will be grievances that need to be resolved.

You have the right to access resources to provide support.

We aim to provide a process in which everyone has equal opportunity to have their grievance recognised and acted upon fairly and respectfully.



- **Time Frames**
The issue should be addressed as quickly as possible (within two weeks) If after 2 weeks you decide not to lodge a grievance you should document what occurred for further reference and report the issue to the Line Manager.
- **Use of third Person**
Use of third person (e.g. mediator) may occur at any time throughout the process. The involvement of a third person WILL be negotiated with all parties.
- **Resources**
The resources are listed as ideas that you can use to help in carrying out the grievance procedure.
- **Confidentiality**
The process will be more likely to succeed if strict confidentiality is maintained.

REVIEWED & endorsed by staff: 16 August 2017