

# Employee Grievance Policy

**Your Company Name**

**Effective Date:** September 22, 2025

## 1. Purpose

This Employee Grievance Policy outlines the procedure for addressing complaints and concerns raised by employees in a fair, transparent, and timely manner. Your Company Name is committed to fostering a positive work environment where employees feel heard and respected.

## 2. Scope

This policy applies to all employees, including full-time, part-time, temporary, and contract staff, employed by Your Company Name.

## 3. Definition of a Grievance

A grievance is a formal concern, complaint, or issue raised by an employee regarding workplace conditions, treatment, or policies, including but not limited to:

- Discrimination or harassment
- Unfair treatment by a supervisor or colleague
- Workplace safety concerns
- Violations of company policies

## 4. Policy Statement

Your Company Name encourages employees to resolve concerns informally whenever possible. However, when informal resolution is not feasible, this formal grievance procedure ensures issues are addressed systematically.

## 5. Grievance Procedure

### 5.1 Step 1: Informal Resolution

Employees are encouraged to discuss their concerns with their immediate supervisor. If the grievance involves the supervisor, the employee may approach the next level of management or the Human Resources (HR) Department. The supervisor or HR should attempt to resolve the issue within 5 business days.

## 5.2 Step 2: Formal Written Grievance

If the issue remains unresolved, the employee should submit a written grievance to the HR Department. The grievance should include:

- A detailed description of the issue
- The date(s) and location(s) of the incident(s)
- Names of individuals involved or witnesses
- Any supporting documentation

The HR Department will acknowledge receipt within 3 business days.

## 5.3 Step 3: Investigation

The HR Department will conduct a thorough and impartial investigation, which may include interviews with the employee, witnesses, and others involved. The investigation will be completed within 10 business days, unless additional time is required, in which case the employee will be notified.

## 5.4 Step 4: Resolution

After the investigation, HR will provide a written response to the employee, outlining the findings and any actions to be taken. If the employee is dissatisfied with the outcome, they may appeal to senior management within 5 business days.

## 5.5 Step 5: Appeal

Senior management will review the grievance and investigation findings. A final decision will be communicated within 10 business days. This decision is final.

# 6. Confidentiality

All grievances will be handled with the utmost confidentiality. Information will only be shared with those directly involved in the investigation or resolution process.

# 7. Non-Retaliation

Your Company Name prohibits retaliation against any employee who raises a grievance or participates in an investigation. Any retaliation should be reported immediately to HR.

# 8. Contact Information

For questions or to file a grievance, contact the HR Department at:

- **Email:** hr@yourcompany.com
- **Phone:** (123) 456-7890
- **Office:** Human Resources Department, Your Company Name

