

Grievance Policy & Procedure

ASPUREAS Ltd wishes to provide a comfortable, productive, legal and ethical work environment. To this end, the company wants you to bring any grievances you have about the work place to the attention of your supervisor and if, necessary to the upper level management. In light of these concerns we have instituted the following grievance procedure;

The aim of this procedure is to settle grievances quickly. The principal of this procedure applies to employees at all levels. The procedure has been drawn up to establish appropriate steps to be followed when pursuing and dealing with a grievance.

Stage 1

In the event of any employee having a grievance relating to his/her employment, he/she should, in the first instance, contact company Director. The Company Director will endeavor to resolve the grievance as soon as possible and, in any case; within 5 working days from the time the grievance is raised.

Stage 2

If the matter is not resolved within 5 days the employee may appeal in writing to the Director on receipt of such a request, the company director shall make arrangements to hear the grievance and at this interview the employee may, if he/she wishes, be accompanied by another employee of his/her choice.

Stage 3

If the employee with the grievance is not satisfied with the reply from the Director or has not received a reply within 5 working days, he/she may contact ACAS regarding his grievance. You can visit ACAS site www.acas.org.uk.

It is the purpose of the grievance procedure to help maintain a positive work environment with respect and responsibility towards each other. The grievance procedure is also intended to avoid unnecessary employee claims and company legal exposure. The company can not promise that your specific grievance or complaint will result in the action you request or that you will be satisfied with the outcome of the grievance procedure.

Signed  Position Director Date 01/04/18