

THE UNIVERSITY OF BOLTON
EMPLOYEE GRIEVANCE POLICY &
PROCEDURE

1. INTRODUCTION

1.1 The University of Bolton) is committed to supporting a culture of professionalism; respect; and the maintenance of a positive working environment for employees. The University recognises that from time

grievance procedure are enacted, th

issue should be progressed in accordance with the principles and procedures set out in this procedure, and a view will be taken by the Hearing Officer in conjunction with HR in terms of how that joint grievance is presented, and as such in these cases the process might be amended slightly in order to remain relevant.

4.4 Issues that are the subject of collective negotiation or consultation with the recognised trade unions will not be considered under the grievance procedure. Other issues which are excluded from the scope of this policy include nationally agreed terms

5.5.1 A companion is a work colleague or trade union representative, accompany the employee during formal stages. Although consideration may be given

submitted, formally, in writing, to the University Secretary and Clerk to the Governors who will arrange for the grievance to be heard by a Governor. The procedure to be followed by the Governor hearing the grievance will be as referred to in this procedure, except that any appeal should be addressed to the University Secretary and Clerk to the Governors within 5 working days of notification of the outcome, where upon they shall arrange for the appeal to be heard by the Chair of the Board of Governors (or their nominee), in line with the procedures set out herein.

6. APPEAL (AGAINST OUTCOME OF FORMAL STAGES)

6.1 The purpose of an appeal is not to re-hearing the original grievance, and the employee must explain clearly the basis on which they think the outcome is wrong or unfair, or why any action or measures taken to resolve the grievance are inappropriate. This may be where new evidence has come to light, or was not available when the original grievance was heard; or where the procedure has not been followed, which impacted on the outcome of the grievance. The employee should also outline the remedy or outcome they seek.

Anti-Bullying and Harassment Policy

<https://www.bolton.ac.uk/assets/Anti-Bullying-and-Harassment-Policy-6-May-2022.pdf>

Disciplinary Procedure

<https://www.bolton.ac.uk/assets/Uploads/All-Staff-Disciplinary-Procedure-UPDATED-March-2016.pdf>

Acas Code of Practice on disciplinary and grievance procedures

<https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>

12. DISSEMINATION OF AND ACCESS TO THE POLICY

12.1 This procedure will be made available to all employees via the on-

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Appendices

Section A: To be completed by person making the grievance.

Employee Name:

Name of School/Department:

Name of Line Manager:

Nature of Grievance - please include:

- the nature and details of the grievance;
- any relevant dates/times and where appropriate witnesses;
- what informal methods have been used to attempt to resolve the situation;

Appendix 3 : Monitoring and Review

This procedure shall be monitored and its effectiveness reviewed by the Executive Director of HR.

<i>The Grievance Procedure</i>	
Version Number	3
Version Date	July 2023
Name of developer/reviewer	Senior HR Business Partner
Procedure Owner (School/Unit)	Human Resources
Person responsible for implementation (postholder)	Executive Director of Human Resources
Approving Committee/Board	Board of Governors
Date approved	4 th July 2023
Effective from	1 st September 2023
Dissemination method (e.g. website)	Website/HR Department
Review Frequency	In line with strategy/legislation
Reviewing Committee	Executive Board
Document History (e.g. rationale for and dates of previous amendments)	To update and simplify the policy / procedure from the 2009 version