



WE REMEMBER SUBMARINERS

Grievance Process

Dealing with grievances informally

If you have a grievance or complaint to do with your role or the people you work with, you should, wherever possible, start by talking it over with the Chairman. You may be able to agree a solution informally between you.

Formal grievance

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance by email to the Chairman. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against the Chairman, and you feel unable to approach them you should seek counsel from the Vice Chairman (if in post) or Trustee Coordinator.

Grievance hearing

The Chairman will call you to a MS Teams meeting, normally within five days, to discuss your grievance. You have the right to be accompanied by a WRS Trustee at this meeting if you make a reasonable request.

After the meeting, the Chairman will give you a decision by email, normally within 24 hours. If it is necessary to gather further information before, making a decision, the Chairman will inform you of this and the likely timescale involved.

Appeal

If you are unhappy with the Chairman's decision and you wish to appeal, you should let the Chairman know.

You will be invited to an appeal meeting, normally within five days, and your appeal will be heard by the Vice Chairman or Trustee Coordinator. You have the right to be accompanied by a WRS trustee at this meeting if you make a reasonable request.

After the meeting, the Founder will give you a decision, by email, normally within 24 hours. Following appeal, the Founder's decision is final.