

Grievance policy template

Business: _____

Section	What the policy says
Purpose	
Who can use it	
What it covers	
Step 1, raise it directly	
Step 2, tell a manager	
Step 3, the owner	
When the owner is the problem	
Timeframes	
A support person	
How it is looked into	
Confidentiality	
No victimisation	
Outside this business	
Records	
Review date	