













**STAGE 4**

If the member of staff/volunteer is not satisfied with the response at Stage 3, he/she should indicate the reasons on the Grievance Form and send it to the Chairman of the Board within five working days of receipt of the form. A meeting of the Board of management will be convened at the earliest date upon which all parties are available and no later than twenty working days from the receipt of the form.

The Grievance Procedure ends at stage Four.

## GRIEVANCE FORM

### Staff/Volunteer Details

Name
Role description

### Stage 1

Staff/volunteer: Give details of the grievance and the action considered necessary to resolve it, then pass this form to your supervisor

Signed----- Date----/----/-----

**Supervisor:** meet with the member of staff/volunteer within 3 working days to discuss their grievance

Name of Supervisor----- Date----/----/-----  
Present

Outcome

Signed----- Date----/----/-----

*(Copy to member of staff/volunteer within 3 working days of the meeting)*



**Stage 2** – to be completed if you (the member of staff/volunteer) are not satisfied at stage 1

**Member of staff/volunteer:** Outline why you are not satisfied with the outcome at stage 1 and pass this form to your co-ordinator or other nominated senior person within 5 working days of the stage 1 response

Signed-----

Date----/----/-----

Co-ordinator/Member of the Board: meet with the member of staff/volunteer within 5 working days to discuss the grievance

Name of Co-ordinator-----

Date----/----/-----

Outcome

Signed-----

Date----/----/-----

*(copy to the member of staff/volunteer within 3 working days of the meeting)*

**Stage 3**—to be completed if you (*the member of staff/volunteer*) are not satisfied at stage 2

Staff/volunteer: outline why you are not satisfied with the outcome at stage 2 and pass this form to a member of the Board within 5 working days of the stage 2 response.	
Signed-----	Date----/----/-----
Member of the Board: meet with the staff/volunteer within 5 working days to discuss their complaint/grievance	
Board member-----	Date of meeting-----/-----/-----
Present	
Outcome	
Signed-----	
Date----/----/-----	
<i>(copy to staff/volunteer within 3 working days)</i>	

**Stage 4-** to be completed if you (staff/volunteer) are not satisfied at stage 3

Staff/volunteer: outline why you are not satisfied at stage 3 and pass this form, within 5 working days of the stage 3 response, to the Secretary to the Board who will arrange a meeting with the Board of management	
Signed-----	Date----/----/-----
Signed-----	Date----/----/-----

*This form should be used with reference to the grievance procedure*