
Insuletics Limited

Grievance Policy

HR Policy 1
Appendix 4
Issue 2
Date November 2014
Approved by: Ian Coates

[This is compliant with the ACAS Code of Practice on Grievance Procedures (April 2011)]

OBJECTIVE

The purpose of this procedure is to ensure that you have an opportunity to raise a grievance either informally and/or formally and to discuss this with management, with a view to having it resolved at an early stage. The Company's aim is to ensure that your grievance is dealt with promptly and fairly by the appropriate level of management.

If you have concerns about harassment or bullying, please see the Harassment Policy which gives you guidance on what to do.

INFORMAL GRIEVANCE PROCEDURE

The Company encourages you to raise any grievance you have in an informal way as quickly as possible with your immediate supervisor or line manager. An informal resolution has advantages for both you and the Company as it prevents the matter escalating, and can be dealt with quickly.

You should in the first instance discuss your grievance with your immediate supervisor or line manager as soon as possible. The supervisor or line manager will consider your grievance with the aim of resolving it, where possible.

If your grievance concerns your supervisor or line manager, you can raise it with the next most senior manager within your department, or with the HR department who will try to help resolve the matter.

Where it has not been possible to resolve your grievance informally you should raise it with management using the formal grievance procedure.

FORMAL GRIEVANCE PROCEDURE

We recognise that it may not be possible or appropriate to resolve every grievance informally. Where this is the case, you should use the formal grievance procedure set out below.

The purpose of the formal grievance procedure is to provide you with an opportunity to raise your grievance about your work formally with management. The grievance procedure helps us deal with your grievance fairly, consistently and without unreasonable delay by the appropriate level of management.

This procedure only applies whilst you are employed by the Company. If you leave our employment and then raise a grievance, we will normally consider your grievance but would not normally follow the full procedure.

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It is essential to the proper working of this procedure that you continue to work normally whilst the procedure is being followed.

If your grievance relates to a disciplinary decision that has been taken against you, you should use the disciplinary appeals procedure.

If your grievance relates to your supervisor or immediate manager, you should raise your grievance with the next most senior manager within your department, or by approaching the HR department.

If you are part of a group of employees that wishes to raise a grievance, we suggest that you ask an appropriate representative to raise the grievance on behalf of the group.

Each stage of this procedure will be carried out without unreasonable delay.

We keep relevant records of the grievance process and wherever possible these will be treated as confidential.

Stage 1 - Grievance

If it is not possible to resolve your grievance informally, or you do not feel it is appropriate to do so, you should raise the matter formally in writing to your manager without unreasonable delay. Your written grievance should set out the nature of your grievance and how it might be resolved.

Stage 2 - Grievance Meeting

You will be invited to a formal meeting to discuss your grievance and to explain how you think it might be resolved.

The meeting will be held normally within 5 working days of the formal grievance being raised.

In some circumstances we may need to adjourn the meeting to further investigate your grievance.

Following the meeting and normally within 5 working days of meeting being held, the manager will inform you in writing of the outcome of your grievance, the reasoning behind the decision and what action the Company intends to take, if any, to resolve your grievance. The manager will also inform you in writing of your right to appeal if you are dissatisfied with the outcome.

Stage 3 - Appeal

If you wish to appeal you should do so, in writing, within 5 further working days from the date of the outcome to [the next level of management] [a Director of the Company], who may also involve a member of the HR department. In your written appeal you should set out the grounds for appeal and the reasons why you are dissatisfied with the grievance outcome.

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You will be invited to a meeting, normally within 5 working days of your appeal being received, to consider your appeal and how it might be resolved. Where possible, the appeal meeting will be heard by a [more senior manager] [Director of the Company].

The appeal meeting will be held normally within 5 working days of your appeal being made. Following the meeting, the appeal manager will inform you in writing of the outcome of your appeal normally within 5 working days of the appeal meeting.

The appeal manager's decision is the final stage of the procedure.

RIGHT TO BE ACCOMPANIED

In any formal meetings under this procedure you have a statutory right to make a reasonable request to be accompanied by a fellow worker or trade union official of your choice. If you wish, your companion may address the meeting to put forward your case, sum up your case or respond on your behalf to any view expressed at the meeting. He or she may confer with you during the meeting but does not have the right to answer questions on your behalf or prevent anyone, including you, from making their contribution to the meeting.

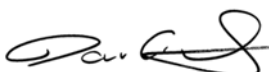
STATUS OF THIS POLICY

This policy does not give contractual rights to individual employees. The Company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Date: 3 November 2014

Signed:

Ian Coates



Managing Director