



The Old Sweet Shop
Teme Street, Tenbury Wells,
Worcs. WR15 8BB
Phone: 07887 870090
Web: villagebyvillage.org.uk
Email: neil@villagebyvillage.org.uk
Registered Charity Number 1116952

18/9/07

Discipline & Grievance Policy

Four Step Grievance Procedure

1. If a member of staff or volunteer feels they have a grievance they must contact their line manager or supervisor. If the grievance involves the line manager or supervisor the grievance must be sent in writing marked "Private and Confidential" to:

The Chairman
Village by Village
The Old Sweet Shop
Teme Street, Tenbury Wells
Worcs WR15 8BB

The Chairman will contact the person within 28 working days

NB If the grievance regards a child or involves child protection issues the member of staff or volunteer will automatically be removed from any tasks that involve working with or around children. If the accusation is upheld the member of staff or volunteer will be asked to leave the project and Social Services and the Police will be informed in the UK. (See Child Protection Policy).

2. The line manager or supervisor will have an informal discussion to ascertain the circumstances of the event and discuss a possible solution.

3. If the grievance is still unresolved and the member of staff or volunteer feels they want to continue the process they must put their grievance in writing within 10 working days of the event.

4. The grievance will be investigated and once all the evidence has been compiled a decision will be made by the most senior Village by Village person, within 7 days of the date of the written grievance and all parties will be informed..

The appeal process is in writing to the Village by Village board of Trustees in the UK and their ruling is final and will be within 28 working days.

“Three Strikes and You are Out” - Discipline procedure

1. First warning will be a verbal warning – recorded on file
2. Second warning will be recorded on file and a letter sent
3. Third warning will be recorded on file and a letter sent
4. Dismissal

Each warning will be given at a Discipline meeting. Everyone involved in the meeting will be given 72 hours notice allowing time to seek advice and will be allowed to bring a friend or Trade Union Representative.

The appeal process is in writing to the Village by Village board of Trustees in the UK and their ruling is final and will be within 28 working days.