



# Grievance Procedures for Staff

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## Introduction

Wenona School (“the School”) recognises that staff members may have grievances about matters at work, including about:

1. work relationships
2. decisions made by other staff members which impact on their work.

## Who does this Grievance Procedure apply to?

This Grievance Procedure applies to all employees and contractors across the School and applies to general grievances.

If you have a grievance about unlawful discrimination, harassment or bullying please see the *Discrimination, Harassment and Bullying Statement*.

## How should a grievance be raised?

If you have a grievance, you should, if it is appropriate, try in the first instance to address the grievance directly with the person involved.

If you have a grievance that cannot be resolved directly with the person involved, you should:

1. in the first instance, raise it with your direct supervisor, or
2. if it is not appropriate that it be raised with your direct supervisor, raise your grievance with the Deputy Principal (Staff and Strategy).

If you have any queries about using this grievance process, you should contact the Deputy Principal (Staff and Strategy) for advice.

## What will the School do if a grievance is raised?

The School will determine the most appropriate method of dealing with the grievance. This could include (among other methods):

1. requesting further information from you
2. requesting information from other co-workers or third parties
3. meeting with you or others involved in the grievance
4. reviewing and responding to the grievance or arranging for an appropriate person to review and respond to the grievance
5. facilitating a meeting between you and the person(s) that the grievance is about.

On receipt of a grievance the School will generally take the following steps:

1. determine the best method of handling the grievance
2. advise you of the likely steps that will be undertaken by the School in relation to the grievance
3. advise the person(s) that the grievance is about, of the nature of the grievance and seek their response



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4. collect any additional information the School considers necessary to properly review the grievance, and
  5. advise both you and the person(s) the grievance is about, of the School's response, and if appropriate, any proposed action to be taken.

However, there may be circumstances in which some of the above steps are not appropriate and the School will determine, in its absolute discretion, on a case-by-case basis, the most appropriate method of handling the grievance.

A staff member who raises a grievance and the person(s) that the grievance is about may elect to have an appropriate support person present at any meeting with representatives of the School about the grievance. However, depending on the nature of the grievance it may not be appropriate for the support person to be a work colleague.

## General

This Grievance Procedure is not a term of any contract, including any contract of employment. This Grievance Procedure may be varied from time to time.

## Related documentation

See also *Unlawful Discrimination, Harassment and Bullying Statement (115)*, and the *Staff Code of Conduct (200)*.