



## P005 – Coast FM - Staff Grievance Policy

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| Policy Number      | Version           |
| Drafted by         | Approved by Board |
| Responsible Person |                   |

### Introduction

Open communication and feedback are regarded as essential elements of a satisfying and productive work environment.

Coast FM encourages its employees and volunteers to resolve any issues or concerns that they may have at the earliest opportunity with each other or, failing that, their immediate supervisor.

The preferred process involves employees and volunteers resolving issues to their satisfaction internally, without feeling they have to refer to external organisations or to authorities for assistance.

### Purpose

The purpose of this document is to provide an avenue through which employees and volunteers, and their managers, can resolve work-related complaints as they arise.

### Definitions

Workplace grievance

### Policy

Coast FM will establish mechanisms to promote fast and efficient resolution of workplace issues.

Employees and volunteers should feel comfortable discussing issues with their manager or supervisor in accordance with the procedures outlined below.



All formal avenues for handling of grievances will be fully documented and the employee/volunteer's wishes will be taken into account in determining the appropriate steps and actions.

No employee will be intimidated or unfairly treated in any respect if they utilise this Policy to resolve an issue.

This Policy applies to permanent and part-time paid employees and to volunteer workers.

## Procedure

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| Responsible Person | Scheduled review date |      |