



## STAFF GRIEVENCE POLICY

At nursery we try to make our environment a happy one however sometimes problems may occur so procedures have to be put in place. It is hoped that such a procedure should never be used but in the unlikely event that it does, the following procedures shall be used. If you require looking in more detail please refer to your employee handbook.

Types of misconduct, which could lead to a disciplinary action being taken, can be found in the company staff handbook.

The following table sets out each step of the disciplinary procedure.

PROCEDURE	ISSUED BY
Verbal warning	Supervisor/HOD
1 <sup>ST</sup> Written warning	HOD
Final written warning	HOD
Dismissal	GM

THERE IS ALSO AN APPEAL PROCEDURE DETAILS OF WHICH ARE CONTAINED IN THE STAFF HANDBOOK

Date of Policy.....  
Signed.....  
Review.....