

Landward Research Ltd

Grievance Policy



Procedure

If, during the course of his or her employment, an employee has any questions or grievances relating to their employment, they may seek redress orally or in writing in the following manner: -

In the first instance they should refer the grievance to a Director who is not their direct line manager and the matter will be discussed informally with them.

If the grievance is not thereby resolved or if the employee considers that they have not been fairly treated, they may apply to another Director within 7 days.

If the grievance is still not resolved or if the employee still considers that they have not been fairly treated, he may appeal to the Board as a whole within 14 days.

Representation

At any stage of the grievance procedure an employee may be accompanied by a colleague of their own choice.

The Company will seek to abide by the Code of Practice for Grievance Procedures produced by A.C.A.S. from time to time, a copy of which is available from the Executive Director on request.

Procedure in matters arising under the **Public Interest Disclosure Act 1998**

If during the course of his or her employment, an employee has any concerns about wrongdoings under the **Public Interest Disclosure Act 1998** (including frauds, dangers and cover-ups), they may raise such a concern directly with a Director or with key regulatory authorities under the protection of the Act.

Records of Actions under the Company's Grievance Policy

Records of any grievances raised will be kept by the Company detailing the nature of the matter, any action taken and the reasons for that action. These records will remain confidential and will be retained in accordance with the Data Protection Act 1998 (which requires the release of certain to individuals on their request). The employee will be supplied with copies of any such meeting records except in circumstances where the interests of third parties are to be protected.

**Approved and adopted by the Board of Directors
29th September 2011**

161 Industry Street
Sheffield S6 2WX
United Kingdom
tel +44 (0)114 281 0904
fax +44 (0)700 696 6145
www.landward.eu

Registered company 03749035