



Grievance Policy

Purpose

The Grievance Policy of Brim Chargers Limited is designed to provide a fair and efficient process for employees to raise and resolve workplace concerns, grievances, or complaints in a timely and confidential manner.

Scope

This policy applies to all employees of Brim Chargers Limited, including full-time, part-time, temporary, and contract workers.

Principles

Brim Chargers Limited is committed to maintaining a positive and respectful work environment where employees feel comfortable expressing their concerns without fear of retaliation.

- Grievances will be handled promptly, fairly, and impartially, with due respect for the confidentiality of all parties involved.
- Employees have the right to be accompanied by a colleague or representative of their choice during any stage of the grievance process.
- Retaliation against employees who raise grievances in good faith is strictly prohibited and will result in disciplinary action.

Types of Grievances

Employees may raise grievances related to, but not limited to:

- Discrimination or harassment.
- Working conditions or health and safety concerns.
- Alleged breaches of employment contracts, policies, or procedures.

- Disputes with colleagues or managers.
- Unfair treatment or perceived injustice.

Procedure

a. Informal Resolution

Employees are encouraged to attempt to resolve grievances informally in the first instance, where possible, by discussing the matter with their immediate supervisor or HR representative.

If the grievance involves the immediate supervisor, employees may approach the next level of management or HR for assistance.

b. Formal Grievance Procedure

- If the grievance cannot be resolved informally, the employee may submit a formal written grievance to HR or their line manager, outlining the nature of the grievance, relevant facts, and desired outcome.
- HR or the line manager will acknowledge receipt of the grievance promptly and initiate an investigation.
- During the investigation, HR or an appointed investigator will gather relevant information, interview relevant parties, and assess the evidence.
- Both the employee raising the grievance and the subject(s) of the grievance will have an opportunity to present their side of the story and provide supporting evidence.
- HR or the investigator will make reasonable efforts to reach a resolution within a reasonable timeframe.
- Once the investigation is complete, HR or the line manager will communicate the outcome to the employee raising the grievance in writing.
- If the employee is dissatisfied with the outcome, they may appeal the decision in writing to the designated appeals panel, stating the grounds for appeal.

Confidentiality

All parties involved in the grievance process, including the employee raising the grievance, the subject(s) of the grievance, and any witnesses, are expected to maintain confidentiality throughout the process. Information disclosed during the grievance process should be shared only on a need-to-know basis.

Records Keeping

All documentation related to grievances, including written complaints, investigation reports, and

outcomes, will be kept confidentially and securely in accordance with applicable data protection laws and Brim Chargers Limited's record-keeping policies.

Review and Monitoring

This Grievance Policy will be reviewed periodically to ensure its effectiveness and compliance with relevant legislation and best practices. Any updates or amendments to the policy will be communicated to all employees accordingly.



Toby Massey

Technical Director

10/04/24

Date of signature