

Purpose

Fife Council aims to provide a positive workplace free from all forms of unfair and unlawful discrimination, bullying and harassment. All employees have a right to expect to be treated fairly at work and employees and managers should treat others with dignity and respect.

Managers have a responsibility to take a fair and reasonable approach to dealing with employee's concerns about aspects of their employment. Occasionally employees will not be able to resolve their concerns through the normal employee/manager relationship and some of these concerns will develop into grievances.

When an employee raises a grievance, the resolution they seek must be reasonable and within the powers of the Council to grant. The outcome will always be based on balanced consideration of the facts relating to the grievance. It is important that grievances are dealt with as quickly and effectively as possible.

This policy addresses behaviours or decisions that do not meet the Council's intention to provide a workplace free from unfair treatment, harassment, bullying, victimisation or other forms of unlawful discrimination.

Guiding Principles

- Inappropriate behaviour is never a joke or harmless fun. What matters is how it feels to the individual
- All employees are required to treat each other with dignity and respect
- Managers have a duty to ensure that all employees are treated with dignity and respect
- All parties should seek to resolve grievances as soon as is possible, within agreed timescales to ensure the process is smooth and efficient
- Resolution sought by employees must be reasonable, achievable and within the powers of the manager to grant
- All grievances will be treated seriously and investigated thoroughly. However there will be a balance between the need to preserve confidentiality and the need for informed discussion
- All investigations will be carried out with sensitivity, discretion and confidentiality
- Employees have the right to be represented by a single companion who is either a fellow worker or trade union official. In exceptional circumstances

employees may in addition take along a family member/partner, solely in the capacity of providing emotional support.

- All grievances involving other employees will be investigated fairly and may result in disciplinary proceedings
- Employees should raise concerns early on before invoking the next stage of this procedure

Scope

This procedure applies to Single Status and Craft employees. There are separate procedures for the Chief Executive and Teachers. A modified grievance procedure is in place for use in employment concerns about casual and supply work.

It will not normally be permissible for the procedure to be used when disciplinary proceedings are underway, including investigation. In these circumstances concerns should be raised under the disciplinary process with the Nominated Officer. An exception may be where the concern relates to the Nominated Officer.

The procedure does not apply where there are other more appropriate procedures such as appeals regarding structural change or those which should be resolved using the Improving Performance Policy. It also does not apply to appeals against disciplinary action and the collective dispute procedure.

In addition to the above, it may be appropriate to attempt to resolve a concern through mediation. This will only be with the agreement of all parties.

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