



The  
University  
Of  
Sheffield.

Human  
Resources.

**WITH EFFECT FROM 1 FEBRUARY 2014**

## **THE GRIEVANCE POLICY**

### **PURPOSE OF THE POLICY**

The purpose of the procedure is to help deal with grievances fairly, promptly and at the point of origin. If a staff member has a concern, problem or complaint to do with his/her work or a person /the people s/he works with, the staff member should wherever possible talk it over with their manager. It may be possible to agree an informal solution.

If the matter is serious it may be appropriate to raise the matter formally and through this procedure.

This procedure is in accordance with Section 6 of the University Charter and Statutes. The formal procedure is based upon principles of natural justice, fairness, equality, reasonableness as underpinned by legislation, and shall be applied with these principles in mind and to give effect to the guiding principles in paragraph 4 of Section 6 of the University Statutes [ [www.shef.ac.uk/calendar](http://www.shef.ac.uk/calendar) ].

### **SCOPE**

This procedure applies to all University staff.

### **HOW THE UNIVERSITY SUPPORTS THE PROCEDURE**

The University's policies and procedures set out the rules and standards for all staff and a full list can be found in the A-Z section of the HR web pages.

Human Resources may be consulted for advice and information at any stage of the procedure. A staff member may also seek the support and advice of their relevant Trade Union at any stage of the procedure.

### **KEY PRINCIPLES**

1. This procedure should be read in conjunction with Section 6 of the University Statutes.
2. Where possible a member of staff should attempt to resolve matters informally by attempting to talk things over with their manager, or with the individual concerned in the first instance.
3. In certain circumstances it may, with the full cooperation of both parties, be possible to seek resolution through mediation.



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**DOCUMENT CONTROL**

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