

HOSPITAL RADIO PERTH

GRIEVANCE PROCEDURE

ONE **DEFINITIONS**

In this document

The term "Organisation" will refer to Hospital Radio Perth.

The term "Committee" will refer to the managing committee of Hospital Radio Perth.

The term "Member" will refer to any full, associate or probationary member of Hospital Radio Perth.

TWO **GENERAL PRINCIPLES**

It is the Organisation's aim to ensure that its members are given the opportunity to raise and have resolved any grievances or disputes. Although it is anticipated that the great majority of doubts and problems will be settled quickly through constructive informal discussions, there is the need for a formal procedure designed to meet those circumstances which cannot be resolved quickly through informal discussion.

Members should be aware that some issues might be better addressed through the Organisation's Harrassment Policy or Disciplinary Procedure.

THREE **INFORMAL STAGE**

If the grievance is against another member or the Chairman, members are encouraged to attempt to resolve the grievance informally before entering the formal procedure.

Any Hospital Radio Perth related concern should be discussed in the first instance with the Chairman.

If the matter is such that the member does not wish to discuss it personally with the Chairman, the issue should be raised directly with another member of the Committee.

If the matter cannot be satisfactorily resolved at this stage, the formal procedure which follows will apply.

FOUR **CONDUCT OF FORMAL GRIEVANCE PROCEDURE**

At each of the stages set out below, members have the right to be accompanied by a friend, relative or other representative at any meetings or discussion that occur during the course of the procedure. This person must not be connected in any way with the allegation and is there for support. They may not address any meeting.

A member will have the right of appeal against any decision taken on a grievance issue. Notice of the right of appeal will include details of the time limit within which such an appeal must be made.

In all stages of the procedures, the person against whom the grievance has been made will have the right to be heard.

If the Grievance Procedure is invoked, both parties agree to maintain the status quo - ante until the issue which is the subject of the grievance is resolved, except where the matter relates to an accusation requiring urgent action, including the suspension of other member(s) through the Disciplinary Procedure.

A written record of all meetings held under the formal procedure will be made and signed by those present immediately following the meeting. These records will be confidential and will be held by the Secretary of the Organisation.

HOSPITAL RADIO PERTH

GRIEVANCE PROCEDURE

FIVE **FORMAL PROCEDURE** **Stage 1**

Any member who has a grievance relating to their membership of the Organisation should make it known to the Chairman. He or she should state that the formal grievance procedure is being invoked.

If the matter is such that the grievance is with the Chairman, then the issue should be raised directly with another member of the Committee.

The Organisation will respond in writing as soon as possible, but within 7 days. As part of the response, the Committee will advise the member of the identity of the Allocated Committee Member who will handle the remainder of the procedure. This will normally be the Chairman unless he or she is the subject of the grievance or implicated in the complaint. The response will include a copy of the grievance and disciplinary procedures.

SIX **FORMAL PROCEDURE** **Stage 2**

Should the member wish to proceed with the grievance procedure following stage 1, the member should seek a meeting with the Allocated Committee Member and another member of the Management Committee. This meeting should be held as soon as possible, but within 28 days.

Within 7 days of that meeting, the Allocated Committee Member will provide a written response aimed at resolving the grievance. If appropriate, this will set target dates by which time the grievance will be resolved and dates for reviewing progress towards this resolution.

SEVEN **FORMAL PROCEDURE** **Stage 3**

If the grievance is still not resolved following receipt of the written response, the member may make a written request to the Chairman of the Organisation to convene an Appeals Panel to consider the matter further.

This request should be made within 7 days of confirmed receipt of the response. This meeting must take place as soon as possible but within 28 days of the request being received. The Appeals Panel must consist of three Committee Members who have not been involved at any earlier stage of the grievance.

The Appeals Panel may take evidence from:

- a) the member(s) making the grievance;
- b) any member against whom the grievance has been made;
- c) the Chairman or any Committee Member; and
- d) any Committee Member who has been involved in an earlier stage of the procedure.

The decision of the Appeals Panel will be final and should be communicated in writing to the member making the grievance within 7 days of the meeting taking place.

EIGHT **TIME SCALES**

The time scales identified in this procedure should not normally be exceeded except where they are varied by mutual consent. The time scales applied must reflect the urgency of the grievance being raised. For example, an accusation of drunkenness should be treated with the utmost urgency and may involve immediate action, including the suspension of other member(s) through the Disciplinary Procedure, whereas a grievance about work practices or favoritism may not require such urgent action.

HOSPITAL RADIO PERTH

GRIEVANCE PROCEDURE

NINE **COLLECTIVE GRIEVANCES**

Collective Grievances may be raised. In these instances, when the issue remains unresolved following exhaustion of the internal procedure, either side or the committee may refer the matter to the President of the Organisation or his or her deputy for conciliation. He or she is normally a senior member of hospital staff.

Given the independent nature of the President of the Organisation, it is impossible to impose a restrictive timescale on this process. However the Organisation undertakes to progress the matter as swiftly as possible.

TEN **LINK WITH DISCIPLINARY PROCEDURE**

If after exhausting the aforesaid procedure, a grievance remains unresolved, it remains open to the person making the grievance to pursue the matter through the Organisation's Disciplinary Procedure.

If a grievance concerning another member is found to be justified after the Grievance Procedure has been followed in full, proceedings may continue under the Organisation's Disciplinary Procedure.

If a grievance is found to be malicious or without foundation and is sufficiently serious, the Disciplinary Procedure may be instigated at an appropriate stage against the member making the grievance.

Grievance Procedure

last amended 9 June 2003