



Warrington Collegiate

QUALITY ASSURANCE

Policy:	Grievance Procedure
Policy Ref:	S/4/13
Approved by:	Director of Human Resources
Date:	September 2011

This policy applies to all staff employed within Warrington Collegiate.

The College encourages open communication between employees and their managers to ensure concerns arising during the course of employment are aired and resolved quickly, to the satisfaction of all concerned.

The policy provides individuals with a course of action should they have complaint (which they are unable to resolve informally through regular communication with their line manager and to resolves issues of concern.