



ROYAL COLLEGE OF MUSIC

Staff Grievance Procedure

Staff can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

A grievance is a concern, problem, complaint or issue raised by a member of staff concerning their employment

If you have a grievance about your employment or your employment situation, where you can, you should first discuss it informally with your line manager or immediate supervisor. We hope that the majority of concerns will be resolved at this stage.

Application and scope

1. This procedure will apply to grievances brought by

x the issues raised are sufficiently serious to make informal resolution inappropriate.

2. This procedure will cease to apply after the contract of employment of the member of staff or seeking to raise a grievance has terminated, irrespective of the reason.
3. A member of staff bringing a grievance may withdraw the grievance at any stage.
4. At any stage the person(s) dealing with the grievance may, in their discretion, defer consideration of the grievance pending further investigations and/or the outcome of other relevant issues.

General provisions

5. Members of staff whose grievance is considered under this procedure have the right to be accompanied and represented at any meeting by a trade union representative or work colleague. The member of staff chosen as companion can take a note of the proceedings, address the meeting/hearings on behalf of the member of staff and confer with the member of staff but may not answer questions on their behalf or prevent their line manager (or other College representative as appropriate) explaining their position.
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The Procedure

8. The member of staff will set out the full details of their grievance in writing (including any relevant facts, dates and names of individuals involved) to their line manager. If the grievance concerns their line manager, the member of staff should write to the Directorate member responsible for that department/area. If the grievance concerns the Directorate member responsible for that department/area, the member of staff should write to the Deputy Director or to the Dir