



## Parish of Mortlake with East Sheen

### Grievance Procedure

The Grievance Procedure is intended to address concerns arising from an individual's perception that a policy, rule or procedure has been applied or ignored to their detriment, whereas the conduct of one individual towards another will be dealt with under the Disciplinary Procedure.

Where this is not clear at the outset then the matter may initially be dealt with as a grievance with the option to move into the Disciplinary Procedure if necessary.

It is the Parish policy to ensure that any employee with a grievance has access to a procedure that can lead to a speedy resolution of the grievance in a fair manner:

**Informal Stage:** Most grievances can be resolved by discussion and you should raise matters informally with your line manager in the first instance. This is typically the Vicar of the relevant church.

If you are *not* satisfied however, you may then invoke the formal procedure. This should be done in writing to the TEAM RECTOR.

**Formal Procedure:** At every stage you will have the opportunity to state your case and be represented, if you wish, at any meeting by a friend, or by a fellow employee.

**Stage 1** You should submit your grievance to the Team Rector in writing, who should meet with you to discuss your grievance and then give you a reply within one week of that meeting.

This period may be extended by mutual agreement.

**Stage 2** If the reply given at Stage 1 does not satisfactorily resolve the grievance, then within a week of the response, you should detail the grievance in writing to the PCC, c/o THE SECRETARY Parish Office St Mary the Virgin Mortlake London SW14 8JA.

Representatives of the PCC will meet with you to discuss your grievance and then give a decision within one month (or such other agreed period).

The decision of the PCC will be final.



## **Policy Review**

This policy is reviewed annually before the APCM by the Standing Committee and approved by the PCC.

## **Nomination of Representatives**

Stage two representatives are convened by a Parish Warden and consist of two PCC members.

## **Conflicts of interest.**

Where a PCC member has a conflict of interest this must be declared and another suitable PCC representative be nominated by the Parish Warden.

**The Parochial Church Council Mortlake with East Sheen 2025**

**Charity No. 1132303**