

WEYMOUTH FOOTBALL CLUB

GRIEVANCE PROCEDURE



DOCUMENT CONTROL

Document Ref:	Current Version:	Effective Date:	Review Cycle:
WFC-DIS-GRP-01	2.0	To be Ratified	Annual

INTRODUCTION

The purpose of this procedure is to provide a fair, transparent, and consistent framework for employees to raise concerns, problems, or complaints relating to their employment. This procedure applies to all employees regardless of length of service.

It covers issues such as:

- Concerns regarding working conditions or environment
- Decisions or actions taken by management
- Relationships with colleagues or supervisors
- Allegations of bullying, harassment, or discrimination

INFORMAL RESOLUTION

Most grievances can be resolved quickly and amicably through open communication. Before initiating formal proceedings, you are strongly encouraged to discuss the matter informally with your line manager.

If your grievance is directly about your line manager, you may approach the **Vice Chair or Chair**.

If an informal approach does not resolve the issue, or if the matter is too serious to be handled informally, the formal procedure outlined below should be followed.

FORMAL RESOLUTION

If you wish to raise a formal grievance, you must do so in writing without unreasonable delay. Your written statement should be addressed to your line manager (or to a Vice Chair or Chair if the complaint involves your line manager).

The written grievance must include:

- A clear statement that you are raising a formal grievance
- A factual summary of the nature of the complaint, including key dates, times, and names of any individuals involved

- Any supporting documentation or evidence you wish to provide
- Your suggested resolution or desired outcome

You should keep to the facts and avoid language that is insulting or abusive.

INVESTIGATION

Upon receiving your written grievance, we will look to appoint an impartial manager to investigate the matter. The investigator will gather relevant facts, review documents, and, if necessary, interview witnesses. All investigations will be conducted discretely and confidentially.

GRIEVANCE HEARING

We will invite you to a formal grievance meeting, which will normally take place within [e.g., 5 to 10] working days of receiving your written grievance. The purpose of this meeting is to allow you to explain your grievance in full and discuss how it might be resolved.

- **Right to be Accompanied:** You have a right to be accompanied at this meeting. Your companion can take notes, present your case, and confer with you, but they cannot answer questions on your behalf.
- **Rescheduling:** If you or your companion cannot attend at the proposed time, you must notify us immediately so an alternative time can be arranged.

If the manager needs more information before making a decision, they will inform you of this and the timescale.

DECISION

Following the meeting and any necessary further investigation, the chairperson will decide what action, if any, to take. You will receive the decision in writing, usually within [e.g., 5 to 7] working days of the meeting. The letter will detail the findings and explain your right to appeal if you are dissatisfied with the outcome.

APPEAL

If you feel your grievance has not been satisfactorily resolved, you have the right to appeal the decision.

- **Submission:** You must submit your appeal in writing to [Name/Job Title, e.g., HR Director] within [e.g., 5] working days of receiving the written decision, clearly stating the grounds for your appeal.
- **The Appeal Meeting:** An appeal meeting will be scheduled and, where possible, will be conducted by a Director who has not been previously involved in the case. You maintain the right to be accompanied by a colleague or trade union representative.
- **Final Outcome:** The outcome of the appeal will be communicated to you in writing and will be final.

DOCUMENT REVISION HISTORY (VERSION CONTROL LOG)

This log tracking table details all historical amendments, authorization mandates, and iterations of this risk documentation framework.

Ver.	Release Date	Author / Role	Primary Changes Summary	Authorized Sign-off
1.0	21/03/2024	Paul Maitland	Initial document drafting and implementation across all teams.	Board approved
2.0	18/09/2026	Compliance Officer	Added Version Control, Reference and page number, club colour and font with updated logo	Awaiting Board Sign Off