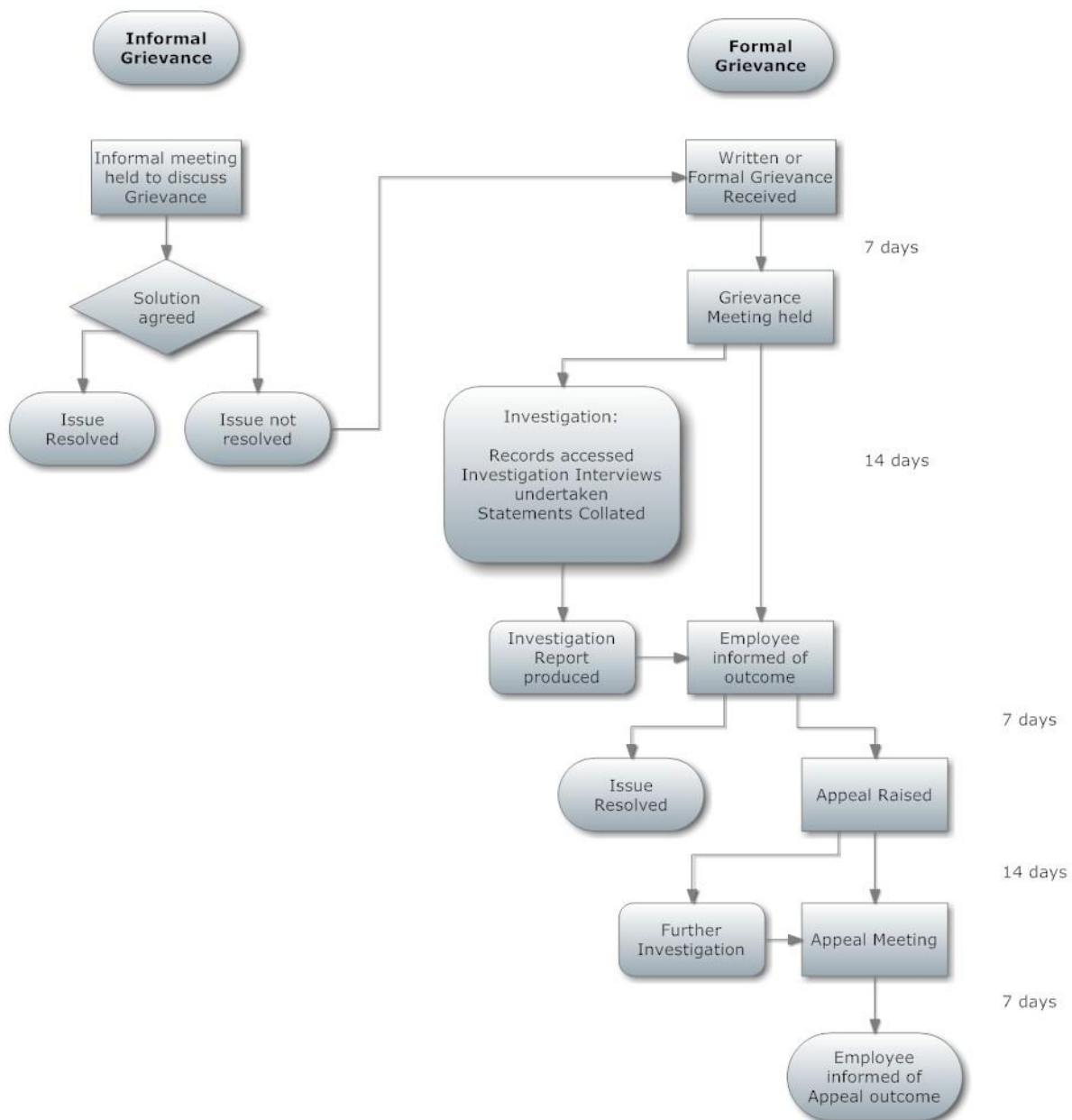


## Factsheet: HR: Grievance Flowchart

- ◆ Ensure grievances are given importance and investigations are carried out promptly to lessen the likelihood of hearsay and facts becoming blurred.
- ◆ Let the person raising the grievance know the outcome and be given the chance to appeal what has been decided
- ◆ Timescales will differ from case to case, ensure sufficient time is taken to confirm the facts and investigate properly.
- ◆ Inform the person raising the grievance of the delay if the process is running longer than expected. Do not let the process slip just because other tasks have taken unnecessary priority.



Holges Consulting provide support and advice for HR and Health & Safety. For assistance on this factsheet and other HR or H&S matters please contact: [amanda@holgesconsulting.co.uk](mailto:amanda@holgesconsulting.co.uk)