

# Radley AC

## Grievance Policy & Procedure

### General Policy

1. This Procedure deals with the conduct of all members of the Club including athletes, officials, coaches etc.
2. This Procedure is in line with the Club constitution and the England Athletics Grievance Procedure as well as the rules of the governing body (UKA).
3. All those associated with the Club have the right to seek formal resolution of any issues, problems, complaint or dispute that they have with the Club or another person associated with the Club.
4. Any written grievance will be dealt with seriously, fairly and quickly as laid down in the paragraphs below.

### What might Constitute a Grievance

5. A breach of:
  - a. Health & Safety
  - b. Codes of Conduct
  - c. Policies, practices or procedures
  - d. Equal Opportunities
6. Also where an individual considers they have been the victim of:
  - a. Harassment
  - b. Discrimination
  - c. Bullying (see Annex),
7. Any other perceived mistreatment or inequality resulting in a complaint, dispute concern or problem which does not involve serious misconduct.
8. Misconduct should be dealt with under the Clubs disciplinary policy.

### Grievance Procedure

9. Any grievance should at first be addressed with the alleged individual in the first instance (if at all possible), and/or another responsible person such as a parent, or coach/official of the Club.
10. If unresolved, the grievance should be sent in writing to the Chairperson (or Secretary) who will decide how it should be dealt with.
11. The Grievance will be investigated by The Chairperson and another Club Officer as appropriate (e.g. Secretary, coach, official or welfare officer) as soon as practical.
12. If the grievance involves the Chairperson then another member of the Committee will be responsible for this process.
13. The grievance will initially be discussed with the individual making the complaint, so the full facts of the allegation can be established. The individual may be accompanied if they wish by another member of the Club.
14. If the grievance involves others, they will then be invited to give their version of events.
15. Privacy will be respected and confidentiality maintained, so far as practical.
16. If either the aggrieved or the other party are disabled then reasonable adjustments will be made to accommodate this.
17. A formal Grievance hearing may then proceed, depending on the findings of the investigation. This will involve The Chairperson, Secretary and another person (different from the person previously involved).
18. Advice/guidance from external sources may be sought as necessary.
19. The aggrieved individual will be formally notified in writing of the outcome in all cases, ideally within 1 week of the decision being made. This notification will include:
  - ✎ The nature of the grievance;
  - ✎ The details of the investigation conducted;
  - ✎ The decision;
  - ✎ The reasons for the decision;
  - ✎ Any resulting actions as a result of the decision;
  - ✎ A copy of the notes of the meeting, if relevant.

20. A copy of the above will also be provided to the person/group against which the grievance is raised.
21. If during these procedures serious misconduct is evident, the disciplinary policy and procedures will take over.

### **Appeals against Grievance Outcome**

22. Everyone has the right to appeal against grievance investigation outcomes and Club decisions in relation to these.
23. Appeals must be made in writing to the Chairperson immediately following the decision and no later than 2 weeks following the formal written decision.
24. The appeal should outline the reasons for the appeal and why they feel the grievance remains unresolved or not to the satisfaction of the aggrieved.
25. Appeals will be reviewed by a Grievance Review Panel consisting of the Chairperson, Secretary and 2 other member (different to those that were originally involved).
26. An appeal hearing may be deemed necessary and will be arranged as soon a practical after receipt of the appeal.
27. The aggrieved individual will be formally notified of the outcome as in paragraph 18 above. A copy will also be sent to the other party as before.
28. If this remains unresolved, the individual will have the right to appeal to a higher body (Oxon AA, EA etc) as appropriate.

### **Records**

29. The outcome of all grievances will be communicated, without the detail, to the Clubs Committee so a record can be maintained.
30. Full details of the grievance investigation and outcome documentation will be maintained by the Clubs Secretary.

March 2012

### **Annex A**

### **Bullying and Harassment**

Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious. Whatever form it takes, it is unwarranted and unwelcome.

Harassment can be defined as unwanted conduct affecting a person's dignity. It may be related to age, sex, sexuality, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient. Harassment that is related to sex, sexuality, race or disability may be unlawful.

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, or an abuse or misuse of power. The intent is to undermine, humiliate, denigrate or injure the recipient. In essence it is any unwanted attention shown to recipient.

### **Discrimination**

Discrimination can be described as distinguishing unfavorably or unfairly between individuals because of their age, race, sex, disability religion etc.