



Harvard Park Policies and Procedures:  
**Grievance Procedure for staff employed by  
Harvard Park**

## 28. Grievance Procedure for staff employed by Harvard Park

Full details of Harvard Park's:

- Capability procedures
- Disciplinary procedures
- Capability/disciplinary appeal procedures
- Personal harassment policy and procedure
- Grievance procedure

are available in the Harvard Park-Preschool and Harvard Park Day nursery Employee Handbook which will have been sent to you (employees) as part of your (their) induction. **Employees:** Please note you may request this from us if you cannot locate your original copy and any updates will be sent out to your personal emails in the understanding that you will save a copy of this document for your own reference and records.

Outlined below are our grievance procedures:

1. It is important that if an individual feels dissatisfied with any matter relating to their employment, they should have an effective means by which such a grievance can be aired and, where appropriate, resolved.
2. Nothing in this procedure is intended to prevent anybody from informally raising any matter they may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if an individual wishes to raise a formal grievance they should normally do so in writing from the outset.
3. The individual has the right to be accompanied at any stage of the procedures by a fellow employee who may act as a witness or speak on their behalf to explain the situation more clearly.
4. If an individual feels aggrieved at any matter relating to their work (except personal harassment, for which there is a separate procedure in the employee handbook, which follows this section) they should first raise the matter with the person specified in their Statement of Main Terms of Employment, explaining fully the nature and extent of their grievance. The individual will then be invited to a meeting at a reasonable time and location at which their grievance will be investigated fully. They must take all the reasonable steps to attend this meeting. They will be notified of the decision, in writing, normally within 10 working days of the meeting, including their right to appeal.
5. If the individual wishes to appeal, they must inform a director within 5 working days. They will then be invited to a further meeting, which they must take all reasonable steps to attend. As far as reasonably practicable, the company will be represented by a more senior manager than attended the first meeting (unless the most senior manager attended that meeting).

6. Following the appeal meeting the individual will be informed of the final decision, normally withing 10 working days, which will be confirmed in writing.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

**Nicki Saunders and Tracey Milstead**