

EQUALITY IMPACT ASSESSMENT

POLICY	GRIEVANCE PROCEDURE	
<p>Description</p>	<p>Aims The Authority maintains an effective grievance procedure in accordance with equality and diversity policies and fully supports any member of staff highlighting bullying, harassment, discrimination, victimisation or other unacceptable conduct, disadvantage or detriment, via the grievance procedure. Any member of staff who feels aggrieved about the way they have been treated at work, can raise those issues without fear of recrimination and have them explored in an impartial, fair and balanced manner.</p> <p>Aim of the Procedure The aim of this procedure is to provide guidance and explanation to all staff concerning the following:-</p> <ul style="list-style-type: none"> • How grievances should be raised and investigated • The roles and responsibilities of those involved in the grievance procedure • Sources of support available to staff involved in the grievance procedure • How to communicate and record grievances and their outcomes • How grievances are monitored, stored and reported on <p>Which individuals and organisations are likely to have an interest in or likely to be affected? This procedure shall apply to all staff directly employed by the Police Authority.</p> <p>General comments:- The Authority encourages the resolution of grievances at a local level without resort to formal grievance stages. Individuals seeking to raise an issue under the grievance procedure should raise the matter either verbally or in writing, with their Line Manager before registering it formally.</p> <p>An aggrieved member of staff has the right to be accompanied at any meeting that takes place to explore an informal or formal grievance. The accompanying person can be a colleague, friend employed by the Authority/force or trade union/staff association/staff network representative.</p>	
<p>DOES THE ACTIVITY INCLUDE MECHANISMS TO:-</p>		
Promote equality of opportunity	Yes	
Eliminate discrimination that is unlawful.	Yes	
Eliminate harassment	Yes	
Promote positive attitudes	Yes	
Encourage participation	Yes	
Take steps to meet people's needs, even if this requires more favourable treatment.	Yes	
Provide an opportunity for people to highlight the barriers presented by this policy?	Yes	

DIVERSITY/GROUP	IMPACT H/M/L	REASONS/ COMMENTS
Race	M	The individual may feel aggrieved due to the way their race is regarded by colleagues, by process which may be suspected of discriminating against race or by the way these have treated a colleague of a different race.
Gender	M	The individual may feel aggrieved due to the way their gender is regarded by colleagues, by process which may be suspected of discriminating against gender or by the way these have treated a colleague of a different gender.
Disability	M	If the aggrieved has a disability or other condition that affects their ability to submit a written grievance, they should approach their Line Manager, friend employed by the Authority/force, colleague or trade union/staff association/staff network representative to submit this for them. The individual may feel aggrieved due to the way their disability is regarded by colleagues, by process which may be suspected of discriminating against disability or by the way these have treated a colleague with a disability.
Age	M	The individual may feel aggrieved due to the way their age is regarded by colleagues, by process which may be suspected of discriminating against age or by the way these have treated a colleague due to their age.
Sexual orientation	M	The individual may feel aggrieved due to the way their race is regarded by colleagues, by process which may be suspected of discriminating against race or by the way these have treated a colleague of a different race.
Religious belief	M	The individual may feel aggrieved due to the way their sexual orientation is regarded by colleagues, by process which may be suspected of discriminating against sexual orientation or by the way these have treated a colleague.
Transgender or transsexual individuals	M	The individual may feel aggrieved due to the way their gender is regarded by colleagues, by process which may be suspected of discriminating against trans issues or by the way these have treated a colleague.
Could any high impact be justified on the grounds of promoting equality of opportunity?		Yes
Is a full assessment necessary?		No
Could any high impact amount to an adverse impact in this policy?		No

I am satisfied that this policy has been successfully impact assessed.

I understand the impact assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.

Signed (completing officer) 25 August 2009



Signed (Chief Executive) 25 August 2009

