

EMPLOYEE GRIEVANCE PROCEDURE HEAD OFFICE

AIMS AND OBJECTIVES

Provide an easy, accessible channel to report grievances for prompt action. Where necessary grievances should be reported in writing. All discussions must be recorded in writing and signed by all parties involved.

STEP 1

Employee discuss the matter with Department Head.

Not Redressed

STEP 2

Department Head discuss with other Department Heads to arrive to a Collective Decision.

Not Redressed

STEP 4

The matter will be forwarded by Department Head to Human Resources Department to be discussed with Directors.

Not Redressed

STEP 3

Department Head together with Employee discuss further with other Department Heads to arrive to a collective decision.

APPROVED BY:



DATE: 04/11/2013