



Reynolds

Training Services

POLICY NAME	Grievance Policy			POLICY NUMBER	Po-014-RTS
EFFECTIVE DATE	November 2023	NEXT REVISION	November 2024	VERSION NUMBER	1.1

VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	January 2020	Policy Implemented	John Reynolds
1	John Reynolds	January 2021	Annual Review – No amendments	John Reynolds
1	John Reynolds	January 2022	Annual Review – No amendments	Andrew Reynolds
1.1	John Reynolds	November 2022	Logos updated	Andrew Reynolds
1.1	John Reynolds	November 2023	Annual Review – No amends	Andrew Reynolds

Approved by: John Reynolds
Position: Managing Director
Date: 15th November 2023

Approved by: Andrew Reynolds
Position: Centre Manager
Date: 15th November 2023

Overview

Reynolds Training Services Ltd wishes to provide a comfortable, productive, legal, and ethical work environment. To this end, the company wants you to bring any grievances you have about the workplace to the attention of your supervisor and, if necessary, to upper-level management. In light of these concerns, we have instituted the following grievance procedure.

If you feel that there is inappropriate conduct or activity on the part of the company, management, its employees, vendors, customers, or any other persons or entities related to the company, we request that you bring this concern to the immediate attention of your supervisor. If you have discussed this matter with your supervisor previously and you do not believe that you have received a sufficient response, we request that you present your concerns to your supervisor in writing. Please indicate that the problem is, and those persons involved in the problem.

If you do not have a sufficient response to your written complain within 10 working days from providing it to your supervisor, or if your supervisor is the problem, you should contact upper management. If you consider the matter an emergency, legal, ethical, or safety issue, use your best judgement to expedite the complaint process. The company may have a conference with you and your supervisor or with both of you individually. If the matter is not resolved after that conference, and you believe it still merits attention, it is requested that you place your concerns in writing and bring the matter forward to the Company Directors.

If it the purpose of this grievance procedure to help maintain a positive work environment with respect and responsibility towards each other.