

# ANGEL COMMUNITY CANAL BOAT TRUST



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## Employee disciplinary and grievance procedures

### Grievance procedures

1. If you have a grievance against a member of staff or ACCT you should put this in writing and present it to the secretary of the Board of Trustees who will convene a meeting of members of the Board to consider the matter.
2. You have a right to attend and be accompanied at such a meeting and to present your complaint.
3. You will be informed of the outcome within 5 working days and if you are dissatisfied with the decision you have a right to appeal which should be lodged within five working days.
4. Your grounds of appeal should be in writing and sent to secretary of the Board of Trustees. The appeal will be heard by the chairman of the Board of Trustees and you will be able to make representations at an appeal hearing convened for this purpose. You will be informed in writing within 5 working days of the decision.

### Disciplinary procedures

5. If ACCT decides to bring disciplinary proceedings against you, you will be informed in writing of the charges against you and when a disciplinary hearing will be convened.
6. You have a right to attend and be accompanied at such a meeting and to answer the charges against you.
7. You will be informed within five working days of the decision. If you are dissatisfied with the outcome you have a right of appeal which should be lodged within 5 working days with the secretary of the Board of Trustees.
8. Your grounds of appeal should be in writing. The appeal will be heard by the chairman of the Board of Trustees and you will be able to make representations at an appeal hearing convened for this purpose. You will be informed in writing within 5 working days of the decision.

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