



## GRIEVANCE POLICY

Port Lincoln Children's Centre has established procedures to assist in resolving workplace issues / problems as they develop. We recognise that workplace challenges may arise from time to time and have found that the best way to deal with maintaining job satisfaction and good working relationships, is to follow a procedure for solving problems and grievances.

The procedure aims to provide all employees with an number of avenues to have their grievances heard and dealt with sensitively and expeditiously.

The following people have a duty of care with regards to this policy;

- PCBU
- Officer
- Board Members
- Director
- Supervisors
- All workers (see definition in the WHS ACT 2012)

The Centre is committed to providing fair, safe and productive work environment where grievances are dealt with sensitively and expeditiously.

Our policies regarding Equal Opportunity and Bullying and Harassment outline types of behaviour that are not acceptable within our workplace

Signed by Joanne Smith; For the PCBU : \_\_\_\_\_

Date: 01/02/2017

Date for review: 01/02/2018

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