



The Inn Cornwall Limited - Threemilestone
The Inn Cornwall Limited - Roche
The Norway Inn – Perranarworthal

"A warm welcome with pub grub - at our tables or delivered to yours"

Grievance Policy and Procedure

Policy

Inn Cornwall Limited ensures that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. We aim to investigate any formal grievance you raise, hold a meeting to discuss it with you, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied. Inn Cornwall Limited may instruct a 3rd party company to undertake any grievance.

Issues that may cause grievances include:

- Terms and conditions of employment
- Health and Safety
- Work relations
- Bullying and harassment
- New working practices
- Working environment
- Organisational change
- Discrimination

This procedure is for guidance only and does not form part of your, contract of employment. The Inn Cornwall Limited may amend it at any time or depart from it depending on the circumstances of the case.

Scope

This procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

Difficulty at any stage of the grievance procedure because of a disability or because English is not your first language, you should discuss the situation with your manager or the HR manager as soon as possible.

Policy Name	Grievance Policy and Procedure		
Version No	Date	By Whom	Notes
V1	March 2021	Mark Holden	
V2	September 2024	Claire Hall	Saffron Academy Limited

Policy Name	Grievance Policy and Procedure		
Version No	Date	By Whom	Notes
V1	March 2021	Mark Holden	
V2	September 2024	Claire Hall	Saffron Academy Limited

This grievance procedure should not be used to complain about dismissal or disciplinary action. If you are dissatisfied with any disciplinary action, you should submit an appeal, under the appropriate procedure.

We operate a separate whistle-blowing policy to enable employees to report illegal activities, wrongdoing, or malpractice within the organisation. However, where you are directly affected by the matter in question, or where you feel you have been victimised for an act of whistle-blowing, you may raise the matter under this grievance procedure.

Written grievances will be placed on your personnel file along with a record of any decisions taken and any notes or other documents compiled during the grievance process. These will be processed in accordance with normal data protection rules.

Procedure

Raising grievances informally

Most grievances can be resolved quickly and informally through discussion with your manager. If you feel unable to speak to your manager, for example, because the complaint concerns them, then you should speak informally to another manager. If this does not resolve the issue, you should follow the formal procedure below.

Formal written grievances

If your grievance cannot be resolved informally, you should put it in writing and submit it to your manager, indicating that it is a formal grievance. If the grievance concerns your manager you may submit it to another manager. Alternatively, you are able to contact a managing director.

The written grievance should contain a brief description of the nature of your complaint, including any relevant facts, dates, and names of individuals involved. In some situations, we may need to ask you to provide further information.

Investigations

In some cases, it may be necessary for us to investigate your grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents. The investigation may be carried out by your manager, a company director, or someone else appointed by us.

Co-operating fully and promptly in any investigation. This may include informing us of the names of any relevant witnesses, disclosing any relevant documents to us, and attending investigative interviews if required.

We may initiate an investigation before holding a grievance meeting where we consider this appropriate. In other cases, we may hold a grievance meeting before deciding what

Policy Name	Grievance Policy and Procedure		
Version No	Date	By Whom	Notes
V1	March 2021	Mark Holden	
V2	September 2024	Claire Hall	Saffron Academy Limited

investigation (if any) to carry out. In such cases, we will hold a further grievance meeting with you before we reach a decision.

Right to be accompanied

You may bring a companion to any grievance meeting or appeal meeting under this procedure. The companion may be either, a trade union official or a fellow, an Inn Cornwall Limited employee. You must tell the person holding the grievance meeting who your chosen companion is, in good time before the meeting. At the meeting, your companion may make representations to us and ask questions, but should not answer questions on your behalf. You may confer privately with your companion at any time during the meeting.

Acting as a companion is voluntary and your colleagues are under no obligation, to do so. Workers will be allowed reasonable time off from duties without loss of pay to act as companions.

If your choice of companion is unreasonable we may ask you to choose someone else, for example:-

- If in our opinion your companion may have a conflict of interest or may prejudice the meeting
- If your companion works at another site and someone reasonably suitable is available at the site at which you work
- If your companion is unavailable, at the time a meeting is scheduled and will not be available for more than five working days.

Grievance meetings

We will arrange a grievance meeting, normally within one week of receiving your written grievance. You and your companion (if any) should make every effort to attend grievance meetings. If you or your companion cannot attend, at the time specified, you should inform us immediately and we will try, within reason, to agree on an alternative time.

The purpose of a grievance meeting is to enable you to explain your grievance and how you think it should be resolved and to assist us in reaching a decision based on the available evidence and the representations you have made.

After an initial grievance meeting, we may carry out further investigations, and hold further grievance meetings as we consider appropriate. Such meetings will be arranged without unreasonable delay.

We will write to you, usually within one week of the final grievance meeting, to inform you of the outcome of your grievance and any further action, that we intend to take to resolve the grievance. We will also remind you of your right of appeal. Where appropriate we may hold a meeting, to give you this information in person.

Policy Name	Grievance Policy and Procedure		
Version No	Date	By Whom	Notes
V1	March 2021	Mark Holden	
V2	September 2024	Claire Hall	Saffron Academy Limited

Appeals

If the grievance has not been resolved to your satisfaction you may appeal in writing to the company directors, Mr Mark Holden or Mr Justin Barnett
c/o The Inn Cornwall Limited, Chyvelah Road, Threemilestone, Truro TR3 6BY
, stating your full grounds of appeal, within 5 working days of the date, on which the decision was sent or given to you.

We will hold an appeal meeting, normally within one week of receiving your written appeal. This will be dealt with impartially by a manager who has not previously been involved in the case (although they may ask anyone previously involved to be present). You have a right to bring a companion to the meeting (see section 'Right to be accompanied').

Final decisions in writing, usually within one week of the appeal hearing.
This is the end of the procedure and there is no further appeal.

Policy Name	Grievance Policy and Procedure		
Version No	Date	By Whom	Notes
V1	March 2021	Mark Holden	
V2	September 2024	Claire Hall	Saffron Academy Limited