



## Advanced Access Platforms - Grievance Policy

Advanced Access Platforms Ltd (AAP) recognises that employees may, from time to time, have concerns or complaints about their work, working relationships or working environment. In this event employees can raise a grievance under this policy, unless the matter is subject to other agreed procedures.

This policy sets out informal and formal processes to follow when an employee has a grievance. AAP aims to deal with grievances promptly, fairly, consistently, and without unreasonable delay. It will carry out necessary investigations, meet with the employee to discuss their grievance, and inform them of the outcome. An employee has the right to appeal any formal decision if they are not satisfied.

AAP encourages individuals and managers to make every effort to resolve problems informally in the first instance as this is often the most effective method of addressing grievances. However, if the issue is serious, or has not been resolved in this way, a formal grievance may be raised.

This policy is not contractual and may be amended from time to time, considering changes in legislation or operational requirements.

Grievances may involve a wide range of issues, for example, work relationships, bullying, harassment, discrimination, terms and conditions of employment, new working practices, health and safety and the working environment.

The Grievance procedure should not be used to complain about a dismissal or disciplinary action. In these cases employees should submit an appeal under the procedures set out in the relevant employee handbook.

Where an employee raises a grievance during a disciplinary process, the disciplinary process may be suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related, it may be appropriate to deal with both issues concurrently.

AAP operates a separate Whistleblowing Policy to enable employees to report illegal activities, wrongdoing or malpractice. However, employees who are directly affected by the matter in question or feel that they have been victimised for having blown the whistle, are entitled to raise the matter under this policy.

Where the complaint concerns behaviour by a relevant third party such as a visitor or a contractor, it will be dealt with under this policy as far as reasonably possible, with AAP seeking to engage with the third party accordingly.

**John Corcoran**  
Managing Director

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