

Notifying outcome of grievance meeting management guide

Use our letter to inform the employee of your decision in relation to their grievance and of their right of appeal against that decision. This is not only part and parcel of complying with your own grievance procedure but it's also a requirement of the ACAS Code of Practice on Disciplinary and Grievance Procedures.

CONFIRMATION OF DECISION

Following your grievance meeting with the employee, you must inform the employee of your response and also notify them of their right of appeal against your decision if they consider that decision to be unsatisfactory. Our letter will help you here. There are three possible outcomes to the employee's grievance. The first is that you decide to reject it. The second is that you decide to uphold only a part of it. This means you will also need to advise the employee what action you will be taking in response to your decision on the part where you found in favour of the employee. The final option is that you uphold the whole of the employee's grievance, in which case again you will need to inform the employee of what steps you will be taking in response to your decision to find in their favour. Whatever the outcome, best practice dictates that you should also set out the reasons for your decision on the employee's grievance, so that the employee can understand why you reached the conclusions that you did.

Finally, we've provided for the employee to expressly confirm that they accept your decision on their grievance if they are satisfied with it.