



RICHMOND & DISTRICT ANGLING SOCIETY

Grievance Procedure

The following guidelines have been prepared in accordance with the Codes of Practice on grievance procedures published by ACAS.

Grievance Procedure

Members raising a grievance must inform the RADAS committee in writing, with the full details surrounding the grievance before the committee will commence investigations into the grievance. This must be completed within 3 months of the reported actions taking place.

1. The RADAS committee will arrange for a formal meeting to be held without unreasonable delay after a grievance and supporting material is received.
2. The committee, members and their companions must make every effort to attend the grievance meeting. Members will be allowed to explain their grievance and how they think it should be resolved. Consideration will be given to adjourning the meeting for any investigation that may be necessary.
3. Members have a right to be accompanied by a companion at any grievance meeting.
4. If a member's chosen companion will not be available at the time proposed for the hearing by the committee, the committee will postpone the hearing to a time proposed by the member provided that the alternative time is both reasonable and not more than five working days after the date originally proposed.
5. The companion will be allowed to address the hearing to put forward and to sum up the member's case, respond on behalf of the member to any views expressed at the meeting and to confer with the member during the hearing. The companion does not, however, have the right to answer questions on the member's behalf, address the hearing if the member does not wish it or prevent the committee from explaining their case.
6. Following the meeting the committee will decide on what action, if any, to take. Decisions will be communicated to the member within 5 working day in writing, and, where appropriate, will set out what action the committee intends to take to resolve the grievance. The member will be informed that they can appeal if they are not content with the action taken.
7. Where a member feels that their grievance has not been satisfactorily resolved they should appeal. They should let the committee know in writing the grounds for their appeal. and within five working days after the original decision.
8. Appeals will be heard without unreasonable delay and at a time and place which will be notified and agreed with the member in advance.
9. The appeal will be dealt with impartially and wherever possible by a committee member who has not previously been involved in the case.

10. Members have the right to be accompanied at any such appeal hearing.
11. The outcome of the appeal will be communicated to the member in writing and within five working days after the original decision.
12. Where a member raises a grievance during a disciplinary process the disciplinary process may be temporarily 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.
13. All steps and meetings / hearings will be minuted for future reference.

RADAS Grievance Procedure

Issue 1; Date; 23-10-2023