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## **GRIEVANCE PROCEDURE**

Woodbury Autism Education and Research Limited is committed to promoting a healthy and productive work environment. Woodbury Autism Education and Research Limited recognises that disputes and grievances may arise in the workplace and acknowledges the rights of employees to raise these concerns. Woodbury Autism Education and Research Limited's grievance procedure is an important tool to help Woodbury achieve this goal.

- Employees are encouraged to proactively manage legitimate concerns, issues or complaints, regardless of their nature or severity, in accordance with the grievance procedure.
- If an employee has a workplace complaint or grievance, the employee should apply the following procedure:



<p><b>STEP 1</b></p>	<p>First, the employee should attempt to resolve the matter directly with the parties involved.</p>
<p><b>STEP 2</b></p>	<p>If the employee is unable to resolve the grievance directly with the parties involved, or it is inappropriate to do so, the employee should refer the grievance to his or her clinical supervisor. To do this the employee must advise the clinical supervisor of the nature and details of the grievance and the preferred outcome.</p>
<p><b>STEP 3</b></p>	<p>If the employee is unable to resolve the grievance with the clinical supervisor, or it is inappropriate to do so, the employee should refer the grievance to clinical director. To do this the employee must advise clinical director of the nature and details of the grievance and the preferred outcome (in writing, if requested). Woodbury Autism Education and Research will decide what action (if any) is appropriate and whether further investigation is warranted.</p>