

Grievance Policy (Staff)

1.0 PURPOSE

Youth2Industry College (**the College**) aims to foster a culture in which appropriate standards of conduct are maintained and is committed to ensuring a safe and healthy environment characterised by tolerance and support; and which also respects differing teaching and work styles and celebrates individual achievements and differences.

Part of this commitment involves ensuring staff have access to processes that allow for grievances to be managed appropriately, promptly, fairly and with sensitivity. The College takes all complaints and concerns received from staff (including volunteers and those engaged in work at the College) seriously. Consistent with this commitment, this policy outlines the College's approach to addressing staff grievances.

2.0 SCOPE

This policy applies to College staff (including employees, contractors, labour hire workers, secondees and volunteers).

3.0 DEFINITIONS

College	Youth2Industry College
Staff	An individual working in a school environment who is: <ul style="list-style-type: none"> ○ Directly engaged (volunteers) or employed by the College; ○ A contracted service provider engaged by the College; ○ A labour hire worker ○ A secondee

4.0 FRAMEWORK

If you are a staff member and have a grievance, there may be a specific policy or process that can assist you to resolve your grievance.

For example:

- (a) The 'Anti-Bullying and Harassment Policy and Procedure' sets out procedures for raising concerns about disrespectful and unlawful behaviours.

In the absence of a relevant policy or procedure, please raise the relevant grievance with:

- (a) Your manager/supervisor.
- (b) If about your manager/supervisor: a member of the College Leadership Team.
- (c) If about a member of the College Leadership Team: the Principal.
- (d) If about the Principal: the Chair of the Board at secretary@y2ic.vic.edu.au

Please note that in accordance with good governance, the Board entrusts the Principal with the day-to-day management of the College, and in particular its staff and students. The Principal has significant discretion regarding such matters. Accordingly, subject to the College's legal obligations, and any rights a staff member may have to seek remedies from external bodies, operational and staffing decisions made by the Principal will usually be considered final.

The Principal and Chair of the Board will promptly report to the Board regarding any formal staff complaints, and staff-related legal action.

1 GUIDING PRINCIPLES

The guiding principles in this policy apply to staff who raise a grievance with the College. When raising a grievance, staff can expect to:

- (a) Be treated with courtesy and respect.
- (b) Where possible, grievances shall be dealt with locally and informally.
- (c) Have the grievance taken seriously, considered impartially, and dealt with on its own merits.
- (d) Have the grievance dealt with in a confidential and timely manner.
- (e) Have access to appropriate and easily understandable information regarding the grievance resolution process being followed by the College (including this policy).
- (f) Be kept informed of the progress and outcome of the grievance.
- (g) Not be victimised, disadvantaged or subjected to reprisal, for raising grievances or participating in the grievance resolution process in good faith.

In turn, the College expects that staff, when raising a grievance, will:

- (a) Treat others (including College staff, students and parents, both former and present) with respect and courtesy.
- (b) Maintain confidentiality if aware of the complaint (and or involved in the formal or formal complaint procedure). This includes the staff member who lodges the complaint.
- (c) Refrain from spreading rumours or gossip related to a complaint. Such actions may expose individuals to a defamation claim. Individuals may discuss the complaint with a designated support person or representative. Such parties are also required to maintain confidentiality.
- (d) Raise grievances in accordance with this policy, and as soon as possible after the event giving rise to the grievance has occurred.
- (e) Provide complete and factual information about the grievance.
- (f) Ask for assistance or further information as needed.
- (g) Act in good faith to achieve a reasonable outcome.
- (h) Be understanding and accepting of any outcome reached, being mindful that the College must sometimes manage the interests of a number of students and other individuals when making

decisions and may be privy to confidential information not known to the person raising the grievance.

Please note the processes outlined in this policy are intended to be conciliatory, non-adversarial and non-legal.

6.0 ASSOCIATED DOCUMENTS

- QMS: 404 Y2IC Student Safety and Wellbeing - Raising and Responding to Concerns Policy
- QMS: 401 Y2IC Student Safety and Wellbeing Policy
- QMS: 400-41 Y2IC Complaints and Appeals Form
- QMS: 400-42 Y2IC Complaints and Appeals Register
- QMS: 439 Y2IC Grievance Policy (Student)
- QMS: 437 Y2IC Grievance Policy (Community)

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P. Vakakis	Initial Policy
28/2/2022	2.0	P. Vakakis	Updated on Investigation process
17/10/2023	3.0	Y2IC Board	Updates to Section 8
15/10/2024	4.0	T Witenden on advice from Russell Kennedy Lawyers	Splitting the Complaints, Grievances and Disputes Policy and Procedure into the Grievance Policy (Staff), Grievance Policy (Community) and Grievance Policy (Students)

Reviewers

Date	Version	Approved By	Next Review Date
25/5/2020	1.0	Y2IC Board	May, 2023
1/3/2022	2.0	Y2IC Board	November 2025
25/10/2023	3.0	Y2IC Board	October 2026
15/10/2024	4.0	Y2IC Board	October 2027

I _____ have read and understood the Grievance Policy (Staff) and agree to abide by this policy during my employment/or volunteer time at Youth2Industry College.

College Staff/Volunteer Signature: _____ Date: _____

In the presence of: _____ Date: _____

Name of Witness and Signature