

STAFF GRIEVANCE POLICY

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Policy Contact:	Human Resources Manager
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1.0 Purpose

This policy provides the provisions available to staff at EIT to resolve any grievance as quickly as possible. It defines the framework for management of staff grievances to facilitate a prompt, fair and effective resolution.

2.0 Scope

This policy applies to all members of staff during their period of employment with EIT. Grievances must be lodged as soon as possible after the grievance occurs, and within any timeframes set down by relevant legislation.

This policy and associated procedure cannot be used to make a complaint about provisions in an Enterprise Agreement or award; workers compensation matters; investigations by external authorities; and application of EIT's policies unless the policy or procedure has not been followed and the staff member has been unduly disadvantaged as a result.

3.0 Objectives

EIT is committed to maintaining a fair and productive working environment. Grievances will be treated seriously and with impartiality and confidentiality. EIT will always aim to resolve the grievance as close to the source as possible.

EIT is committed to the following principles that underpin this policy.

1. Quick resolution of grievances wherever possible, including informal resolution;
2. Staff awareness of the right to a representative;
3. Respect of confidentiality by all parties at all times, subject to legal requirements for disclosure;
4. Principles of natural justice (procedural fairness);

5. Intolerance of victimisation of any parties;
6. Intolerance of frivolous or vexatious grievances;
7. Focus on addressing the issues in an objective manner.

4.0 Implementation

EIT will support staff by:

- Ensuring that staff grievance policies and procedures are disseminated to all staff;
- Providing a quality staff working environment where it is known that victimization will not be tolerated;
- Encouraging informal resolution in the first instance, and where considered appropriate by the complainant and respondent;
- Ensuring that management and supervisors are aware of their responsibilities and are trained appropriately to handle complaints of an informal nature.

5.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

6.0 Related Documents

- Diversity, Fair Treatment and Equal Opportunity Policy
- EIT Staff Performance Review Form.DS
- EIT Staff Performance Review Guide.DS
- Health and Wellbeing Policy and Procedure.DS
- Privacy Policy.DS
- Recruitment, Selection, Appointment and Induction Policy.HE
- Recruitment, Selection, Appointment and Induction Procedure.HE
- Selection, Appointment and Induction Policy – Academic and Administration Staff.VET
- Selection, Appointment and Induction Procedure – Academic and Administration Staff.VET
- Staff Development Policy.DS
- Staff Drug and Alcohol Policy and Procedure.DS
- Staff Grievance Procedure.DS
- Staff Performance Review Policy and Procedure.DS
- Work, Health and Safety Policy.DS

7.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:

- [Equal Opportunity Act 1984 \(WA\)](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Work Health and Safety Act 2020 \(WA\)](#)
- [Occupational Health and Safety Act 2004 \(Victoria\)](#)

8.0 Accountabilities

The Governance Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to EIT's community via the website and other publications.