



## **GRIEVANCE POLICY**

### **POLICY**

**There may be times when members of our College community have a genuine grievance. Such times are an opportunity for information gathering, reflection and evaluation which can lead to new knowledge and understandings while respecting the dignity of all concerned. We must be accountable for our actions while maintaining right relationships.**

### **Rationale**

**Unity College aims to be a welcoming and supportive community of people who respect each other, the environment, ourselves.....  
(Education Brief)**

*The College community will:*

- Be willing to confront significant social justice, moral, environmental and political issues.
- Be a community which endeavours to follow the College's Vision Statement.
- Celebrate life and faith joyfully.
- Be marked by a sense of inclusiveness
- Support the ongoing Vision & Mission of the participating Catholic & Uniting Churches

### **Values**

- That all people are treated with courtesy and respect
- That all property is respected
- That all are accountable for their words and actions

- Goodwill is assumed
- It is recognised that each of us may perceive the same reality differently
- Each party has the right to natural justice
- That each party is listened to and that confidentiality is maintained
- That the restoration of right relationships is a desired outcome

## **Guidelines & Procedures**

### **Stage 1**

The aggrieved person attempts to meet with the other party to discuss the grievance.

### **Stage 2**

The relevant teacher, Coordinator or Middle Management person is contacted and a resolution is attempted.

### **Stage 3**

If no resolution can be reached a member of the Leadership Team is contacted, the situation is investigated and a resolution is attempted.

### **Stage 4**

The Principal is informed and attempts a resolution.

### **Stage 5**

If no resolution is arrived at then the College's Area Supervisor may be contacted. Brisbane Catholic Education 30337400).

If the complaint has not been through Stage 3 then the Area Supervisor will refer the complaint back to the Principal.

### **Stage 6**

The Executive Director of Brisbane Catholic Education or his nominee is contacted in writing.