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## Grievance Procedure

This procedure should be used by staff members to progress grievances, in instances where there is no other College/trade union agreed procedure in place.

1. Where a staff member has a grievance, he/she should raise it with their immediate Supervisor/ Section Head in the first instance.
  2. If the grievance is not resolved at stage 1, the staff member may raise it with the relevant Head of Department.
  3. If the grievance is not resolved at stage 2, the staff member may raise it with Human Resources.
  4. If the grievance is not resolved at stage 3, it may be referred to an appropriate third party forum (i.e. Labour Relations Commission, Rights Commissioner, Equality Officer, Employment Appeals Tribunal, Labour Court).
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