

## **SAMPLE EMPLOYEE GRIEVANCE POLICY**

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### **PURPOSE**

To set out the grievance policy and process for employees of the First Nations Health Organization.

### **POLICY**

The First Nations Health Organization shall ensure fair labour practices by providing employees with a grievance process through which they may raise any concerns or issues.

### **POLICY APPLICATION**

Employees who feel that they have been unfairly treated and would like to present a grievance will be entitled to the following process:

1. The employee will take the grievance to the Director of Health and/or immediate supervisor.
2. If after discussing the matter with the Director of Health and/or immediate supervisor, the issue has not been resolved, the employee will be given an opportunity to discuss the matter with the Health Board.
3. In such circumstances, the employee will be expected to submit a written grievance within one week of the incident or concern happening.
4. The Director of Health will be responsible to submit the employee's grievance to the Human Resources Committee Chairperson.
5. The Human Resources Committee will grant the employee a hearing to discuss the matter.
6. After an investigation into the issue at hand has been completed, the Human Resources Committee will inform the Director of Health and the employee of their decision.
7. The decision of the Human Resources Committee is final and binding.