**Company K Grievance Filing Procedures**

**1. Purpose**

The purpose of this Grievance Filing Procedures policy is to provide employees with a clear and formal process for raising and resolving grievances. This policy aims to ensure that employee concerns are addressed fairly, promptly, and confidentially.

**2. Scope**

This policy applies to all employees of Company K, including full-time, part-time, temporary staff, and contractors. It covers grievances related to work conditions, interpersonal conflicts, discrimination, harassment, and other workplace issues.

**3. Definitions**

* **Grievance:** A formal complaint raised by an employee regarding an issue or concern related to their employment or working conditions.
* **Grievant:** The employee who files the grievance.
* **Respondent:** The individual or group against whom the grievance is filed.

**4. Informal Resolution**

* **Initial Discussion:** Employees are encouraged to address their concerns informally by discussing them directly with their supervisor or the HR department. Many issues can be resolved at this stage without formal proceedings.
* **Resolution Attempt:** Supervisors and HR should make reasonable efforts to resolve the issue within a reasonable timeframe.

**5. Formal Grievance Filing**

If the issue is not resolved informally, employees may proceed with a formal grievance filing:

* **Submission:** The formal grievance must be submitted in writing to HR using the grievance form provided by the company. The grievance form can be obtained from the HR department or the company’s intranet.
* **Content:** The grievance form should include:
  + **Description of the Issue:** A detailed description of the grievance, including relevant dates, events, and individuals involved.
  + **Impact:** How the issue has affected the employee’s work or well-being.
  + **Desired Outcome:** The resolution or action the employee is seeking.

**6. Grievance Review Process**

* **Acknowledgment:** HR will acknowledge receipt of the grievance within five business days and inform the grievant of the next steps.
* **Investigation:** HR will conduct a thorough investigation into the grievance. This may include interviews with relevant parties, review of documents, and gathering of evidence.
* **Confidentiality:** The grievance process will be handled confidentially to the extent possible. All parties involved will be required to maintain confidentiality.

**7. Resolution**

* **Findings:** After completing the investigation, HR will provide a written summary of the findings and any proposed resolution or action steps.
* **Decision:** HR will communicate the final decision to the grievant and the respondent. The decision will include any corrective actions or changes to address the grievance.
* **Implementation:** Any agreed-upon actions or changes will be implemented promptly.

**8. Appeal Process**

* **Right to Appeal:** If the grievant is dissatisfied with the resolution, they have the right to appeal the decision.
* **Appeal Submission:** Appeals must be submitted in writing to HR within 10 business days of receiving the resolution.
* **Appeal Review:** HR will review the appeal, which may involve a secondary investigation or review of the original decision. The final decision on the appeal will be communicated to the grievant.

**9. Non-Retaliation**

* **Protection:** Employees who file a grievance or participate in the grievance process are protected from retaliation. Company K prohibits any adverse action or retaliation against employees who raise concerns in good faith.

**10. Policy Review**

* **Annual Review:** This policy will be reviewed annually to ensure it remains effective and compliant with applicable laws and regulations. Updates will be made as necessary.

**11. Contact Information**

For questions about the grievance filing procedures or to obtain the grievance form, employees can contact the HR department at hr@companyk.com or visit the HR office.