



## **GRIEVANCE POLICY / PROCEDURE.**

- (a) If any financial member has a grievance relating to association matters, the member is to notify the Committee via the Secretary, in writing, that he / she has a grievance and the nature of the grievance.
- (b) Any grievance received by the Secretary is to be acknowledged, in writing, to the member within seven (7) days of receipt.
- (c) On notification the Committee is to appoint a sub committee to investigate the grievance. This sub committee will be made up of members who do not have any interest or involvement in the subject of the grievance.
- (d) The sub committee will decide how it will investigate the grievance, with all communication documented and report its' recommendation for the resolution of the grievance to the committee within 30 days.
- (e) The committee will notify its decision to the member within seven (7) days of receiving the sub committee's recommendation.
- (f) If the member is not satisfied with the committee's decision the member can request, in writing, that the grievance be referred to the next general meeting.
- (g) The decision of the general meeting will be final.