



INTERNAL GRIEVANCE PROCEDURE

1. GENERAL

The following procedure has been devised for dealing with issues which constitute or are liable to constitute a source of grievance to an individual member of the Craft & Design Collective.

It is essential that the procedure should operate rapidly and efficiently and the time limit specified in each stage and between stages of the procedure should, unless altered by mutual agreement between the parties concerned, be strictly observed. The existence of this formal procedure does not prevent an individual member from seeking external consultation.

2. PROCEDURE

Stage 1

An individual member wishing to raise an issue in which s/he is directly concerned should raise it first in writing to the Chair of the Craft & Design Collective, making it clear that s/he is taking the first step in the procedure.

Stage 2

The Chair should arrange a meeting with the Craft & Design Collective's Management Committee within 2 weeks of receipt of the letter referred to in Stage 1.

Stage 3

The Chair should arrange a meeting with the individual member concerned and the Management Committee to try and resolve the grievance within 2 weeks of the meeting referred to in Stage 2.

Stage 4

The Chair should arrange a meeting with the Craft & Design Collective's Management Committee to make a decision in regard to the grievance and should inform the individual member of that decision by letter within 2 weeks of the meeting referred to in Stage 3.

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