

Dignity & Respect and Grievance Notification E-form Guidance

Dignity & Respect and Grievance Notification e-form at: [https://inverclyde-council.victoriaforms.com/v/Dignity Respect and Grievance](https://inverclyde-council.victoriaforms.com/v/Dignity%20Respect%20and%20Grievance)

Form library at: Inverclyde Council's Intranet, ICON

Employees should read the Dignity & Respect at Work and Grievance policy and procedures prior to completing the e-form.

Process

This form must be completed by the employee to notify the appropriate manager of a dignity and respect referral or a grievance (including a collective grievance).

Completion of Form/ Relevant Attachments

Please attach any relevant information to the form relating to the incident.

Please complete the questions on the form, most of which are mandatory. It is crucial that the information provided on the form is detailed and accurate to allow the receiving manager to start the relevant process on receipt of the form.

If the text does not fit in the sections please type the excess on a word document and attach to the e-form.

Timescales

Dignity & Respect

Dignity and respect referrals should be submitted as soon as practicably possible.

Grievance

Employees should attempt to resolve their grievance or dignity and respect informally through their line manager before submitting a stage 1 grievance notification/dignity and respect referral. This can be through an informal discussion, mediation or facilitated conversation, if appropriate.

If informal resolution does not solve the issue, the e-form should be completed within 10 days of the unsatisfactory informal outcome. Dignity and respect referrals should be submitted as soon as practicably possible.

For more information on timescales please refer to the policy and procedure documents.

Submission

Dignity & Respect

Dignity and Respect referrals will automatically be submitted to the HR Operations team (HROpsTeam@inverclyde.gov.uk) where the referral will be reviewed, and an agreed manager appointed.

Grievance

Grievance notification forms will be sent to the receiving manager provided by the employee on the form. Please note this should be the employee's immediate line manager or, if not appropriate, the next level of management.

For stage 2 grievances, the relevant Head of Service's email address should be input.

For stage 3 grievances, the Head of OD, Policy & Communications' email address should be input.

Please ensure the line manager's email address is correct before submitting. If there is a mistake in the spelling or format of the email address the form will not be delivered.

Please note that HR Operations (HROpsTeam@inverclyde.gov.uk) will be copied into all notification emails.

Process Following Submission

The receiving manager will action the form in line with the policy. You will receive an invite to a meeting to discuss your form in more detail, as per the policy and procedure and associated timelines.

To complete another form, refresh the internet browser after receiving the 'form submitted' message.

Management Information

While the form is copied to HR Operations HR wouldn't normally be involved at a stage 1 grievance. This should be dealt with by the receiving line manager however please get in touch with HR Operations at HROpsTeam@inverclyde.gov.uk to discuss any complex issues that may require an HR Advisor.