

Gulrang Institute Grievances and Complaints Policy

Purpose:

The purpose of this grievances and complaints policy is to provide a fair and transparent process for employees of our Gulrang Institute to raise concerns or complaints related to workplace issues.

Scope:

This policy applies to all employees of the Gulrang Institute, including full-time, part-time, temporary, and contract employees.

Types of Grievances and Complaints:

Grievances and complaints may relate to various workplace issues, including but not limited to:

- Harassment or discrimination
- Retaliation
- Unsafe or unhealthy work conditions
- Inadequate compensation or benefits
- Violation of institute policies or procedures
- Workload or workload distribution
- Other workplace concerns or issues

Procedure for Raising a Grievance or Complaint:

Employees who have a grievance or complaint related to workplace issues should first attempt to address the issue with their immediate supervisor. If the issue is not resolved, the employee may escalate the issue to the next level of management.

If the issue remains unresolved, the employee may file a formal grievance or complaint with the Gulrang institute's Human Resources department. The grievance or complaint should be submitted in writing and should include a detailed description of the issue, the steps taken to address the issue, and the desired outcome.

Grievance or Complaint Investigation:

Gulrang Institute's Human Resources department will investigate the grievance or complaint in a fair, impartial, and confidential manner. The investigation may involve interviews with the employee, witnesses, and other relevant parties, as well as a review of relevant documents or other evidence.

Resolution:

Once the investigation is complete, the institute will take appropriate action to address the issue and resolve the grievance or complaint. The employee who filed the grievance or complaint will be informed of the outcome of the investigation and any action taken.

Retaliation:

Retaliation against an employee who files a grievance or complaint is strictly prohibited. Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

Time Limits:

Employees should raise grievances or complaints as soon as possible after the issue arises. Grievances or complaints that are not raised within a reasonable time period may not be considered.

Termination and Separation:

The termination and separation of employees will be conducted in accordance with applicable laws and regulations. Employees who are terminated or separated will be treated with dignity and respect.