**Grievance Procedure – Investigation Flow Chart**

All evidence obtained should be sent to the employee who has submitted the grievance, and the employee who the grievance is regarding, prior to the meeting, to allow them to prepare

The grievance hearing should then proceed in line with appendix 5C - Grievance Procedure – Hearing Flow Chart

The Investigator should review the grievance, and any supporting evidence including interviewing and gathering witness statements where applicable, and obtaining any additional evidence, then send an Investigation report and backing information to the Grievance Hearing Panel

A date should be set to hear the grievance as soon as possible, and the employee sent the template “Invitation to Grievance Hearing” letter

The person who the grievance is regarding should be invited to a separate meeting, in order to explore the grievance in detail and investigate any outcomes of this meeting.

An employee has submitted a formal grievance against another employee/ Line Manager