



Macarthur Community College Inc  
RTO ID 6860

<b>POLICY</b>			
<b>Title</b>	<b>Staff Grievance</b>		
<b>Purpose</b> Describe policy intent	Outline the intent of how staff grievances are treated.		
<b>Scope</b> List who this policy and procedure applies to	All Staff		
<b>References and legislation</b>	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Australian Human Rights and Equal Opportunity Act 1986 Disability Discrimination Act 1992 (Disability Standards for Education 2005) Privacy Act Age Discrimination Act 2004 The NSW Charter for equity in Education and Training Work Health and Safety Act 2011		
<b>Definitions</b>	<b>Grievance</b> is resentment or complaint against an unjust act.		
<b>Policy</b>	<p>All staff grievances will be treated efficiently in a confidential, impartial manner free of repercussions. The grievance will be treated seriously and investigated where required. The final outcome and agreement will be recorded confidentially recorded in College database.</p> <p>If the Award or an Agreement under which the employee or contractor has been employed or engaged has a grievance procedure Clause, that procedure will be followed.</p> <p>If the 'grievance' is deemed discrimination, harassment, bullying or victimisation it will be dealt with under the College 'Discrimination and Harassment Policy'.</p>		
<b>Relevant documentation</b>	Discrimination and Harassment Policy Code of Conduct Tutor Handbook		
<b>Communication and support for staff</b>	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request		
<b>Procedure</b>			
<b>Review date</b>	March 2016		
<b>Mapping to Standards for RTOs</b>	6.1, 8.5		
<b>Version and Date issued</b>	Version	1	Date issued 01/4/15
<b>Developed By</b>	VET Manager		
<b>Approved by</b>	Principal		



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