

THE SABRE TRUST GRIEVANCE AND DISCIPLINE POLICY

Introduction

The Sabre Trust has values of honesty, integrity and loyalty. All complaints against personnel working or operating on behalf of the organisation will be investigated, and appropriate action taken once all the facts are known.

Initial Action

Once a complaint or a grievance has been received, the Chair, or the Vice Chair, if the complaint or grievance is about the Chair, will appoint a Trustee to contact the complainant and establish the integrity of the complaint or grievance.

If it is considered the complaint or grievance is genuine (see Complaints policy) the Trustee will prepare a written report for the Chair or Vice Chair, who together with the investigating Trustee will decide on the course of action to deal with the issues raised.

Further Action

If it is felt the appropriate course of action is for the subject of the complaint or grievance to be spoken to, this will be carried out by the Chair or Vice Chair.

If the allegations or concerns raised are more serious, then the investigating Trustee and the Chair or Vice Chair will confer on the next course of action, from the following:

1. The matter to be dealt with in-house, and the person subject of the complaint to appear before a hearing, to be arranged in due course.
2. The matter to be handed over to the police for legal action to be taken.

Outcome

Any person prosecuted for inappropriate behaviour or conduct WILL be expelled from The Sabre Trust.

Any person dealt with internally for inappropriate behaviour or conduct MAY be expelled from the organisation.

Policy Review

This policy will be reviewed in March 2021