



# **EAST PRESTON ISLAMIC COLLEGE**

## **STAFF GRIEVANCES POLICY**

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April 2023

## STAFF GRIEVANCES POLICY

<b>Last Review:</b> April 2023	<b>Constructed / Reviewed by:</b> East Preston Islamic College on advice from Russell Kennedy Lawyers
<b>Next Review:</b> April 2025 (and every two years thereafter in accordance with the College's review cycle, or more frequently as required)	<b>Approval Required:</b> Leadership Team
	<b>Approval Date:</b> April 2023 <b>Board Review Date:</b> 15 May 2023

### 1 Overview

- 1.1 East Preston Islamic College (the **College**) is committed to ensuring a safe and healthy environment characterised by tolerance and support, mutual respect and open communication, and which also respects differing learning styles and celebrates student achievements.
- 1.2 Part of this commitment involves ensuring staff have access to processes that allow for grievances to be managed appropriately, promptly, fairly and with sensitivity. The College takes all complaints and concerns received from staff, volunteers and those engaged in work at the College, seriously. Consistent with this commitment, this policy outlines the College's approach to addressing staff grievances.

### 2 Scope

- 2.1 This policy applies to College staff (including employees, contractors and volunteers).

### 3 Framework

- 3.1 If you are a staff member and have a grievance, there may be a specific policy or process that can assist you to resolve your grievance.
- 3.2 For example:
- (a) The *East Preston Islamic College Enterprise Agreement 2020 - 2022* (and once replaced, its successors) set out procedures for dealing with disputes related to matters arising under the relevant agreement, or the National Employment Standards.
  - (b) The Equal Opportunity Policy sets out a procedure for dealing with grievances regarding bullying, discrimination and sexual harassment.
- 3.3 In the absence of a relevant policy or procedure, please raise the relevant grievance with:
- (a) Your supervisor.
  - (b) If about your supervisor: the Head of Schools..
  - (c) If about a member of the College Leadership Team: the Vice Principal or the Principal.
  - (d) If about the Principal: the Chairman via post to 55 Tyler Street, Preston, VIC 3072.
- 3.4 Please note that in accordance with good governance, the Board entrusts the Principal with the day-to-day management of the College, and in particular its staff and students. The Principal has significant discretion regarding such matters. Accordingly, subject to the

College's legal obligations, and any rights a staff member may have to seek remedies from external bodies, operational and staffing decisions made by the Principal will usually be considered final.

- 3.5 The Principal and Board Chair will promptly report to the Board regarding any formal staff complaints, and staff-related legal action.

#### **4 Guiding Principles**

- 4.1 The guiding principles in the Community Grievances Policy apply to staff who raise a grievance with the College. When raising a grievance, staff can expect to:

- (a) Be treated with courtesy and respect.
- (b) Have the grievance taken seriously, considered impartially, and dealt with on the merits.
- (c) Have the grievance dealt with in a confidential and timely manner.
- (d) Have access to appropriate and easily understandable information regarding the grievance resolution process being followed by the College (including this policy).
- (e) Be kept informed of the progress and outcome of the grievance.
- (f) Not be victimised, or subjected to reprisal, for raising grievances in good faith.

- 4.2 In turn, the College expects that staff, when raising a grievance, will:

- (a) Treat others (including College staff, students and parents, both former and present) with respect and courtesy.
- (b) Raise grievances in accordance with this policy, and as soon as possible after the event giving rise to the grievance has occurred.
- (c) Provide complete and factual information about the grievance.
- (d) Ask for assistance or further information as needed.
- (e) Act in good faith to achieve a reasonable outcome.
- (f) Be understanding and accepting of any outcome reached, being mindful that the College must sometimes manage the interests of a number of students and other individuals when making decisions, and may be privy to confidential information not known to the person raising the grievance.

- 4.3 Please note the processes outlined in this policy are intended to be conciliatory, non-adversarial and non-legal.