



## GRIEVANCE POLICY

### Purpose

The purpose of this policy is to document U3A Hobsons Bay/Williamstown Inc. Grievance Policy for members and the processes that will be followed where a dispute, conflict or breach of the Code of Conduct is reported.

### Policy

U3A Hobsons Bay/Williamstown Inc. aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussion and resolution at higher levels of authority as necessary.

- Complaints must be fully described by the person with the grievance.
- Member (s) should be given the full details of the allegation(s) against them.
- Member (s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to put their side of the story before resolution is attempted.
- Proceedings should be conducted honestly, fairly and without bias.
- Proceedings should be confidential
- Proceedings should not be unduly delayed.

The principles set out in this Grievance Policy are intended to apply to any U3A-related context including classes, activities and events.

The principles set out in this Grievance Policy apply equally to all members and volunteers/employees.

### Procedures

#### The following is a four-level process:

1. The member(s) attempts to resolve the complaint as close to the source as possible.  
Where this is not possible, a member can raise the matter with the convenor of the activity for assistance in resolving the matter. The convenor can request the assistance of the Activity Coordinator or Secretary, U3A Hobsons Bay/Williamstown Inc. to assist in resolving the matter. This level is informal and verbal. When resolving the issue members must act confidentially respecting all parties involved.
2. If the matter is not resolved:
  - The member notifies the Secretary (in writing or otherwise) as to the substance of the grievance/complaint and states the remedy sought. The Secretary notifies the President immediately.
  - Discussion is then held between the member and any other relevant party, chaired by the President or his/her delegate. All parties involved should act confidentially.
  - This level will usually be informal but either party may request written statements and agreements.

This level should not exceed one week.



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### 3. If the matter remains unresolved:

- The President must take the grievance/complaint in writing to the Committee of Management together with any additional information thought relevant.
- The Committee of Management may resolve to seek the services of an external mediator. (Reference may be made to U3A Network in appointing an experienced mediator.)
- The Committee of Management will either:
  - provide a written response to the member or
  - arrange for the parties to meet with the external mediator

This level should not exceed two weeks.

### 4. If the matter is not resolved:

- The member will be advised of his/her rights to pursue the matter with external authorities if they so wish.

### **Responsibilities**

U3A Hobsons Bay/Williamstown Inc. Committee of Management is responsible for ensuring grievances/complaints are addressed within the time frames set out in this policy.

U3A Hobsons Bay/ Williamstown Inc. Secretary is responsible for ensuring documentation is made available to parties to the grievance/complaint and, where indicated, the Committee of Management.

### **Authorisation**

This Policy was adopted by the Committee of Management of U3A Hobsons Bay/Williamstown Inc. and minuted as such, on 14 November 2023.

This policy will be published by the Committee of Management of U3A Hobsons Bay Williamstown Inc. on its website within 4 weeks of the date of this authorisation.

### **Policy Review**

This Policy will be reviewed at least annually or when circumstances change.

### **Related Policies**

U3A Hobsons Bay Williamstown Inc. Code of Conduct Policy