



EIST Teacher Grievance Policy 2025-2026

Issued Date:	April 2026
Review Due:	August 2026
Policy Reference Number:	EIST2026 TGP Ver 1



1. Purpose

The school is committed to maintaining a positive, respectful, and professional working environment.

This policy provides staff with a clear process for raising workplace concerns or complaints fairly and confidentially.

2. Scope

This policy applies to all school employees, including:

- teachers,
- support staff,
- administrative staff,
- leadership staff,
- temporary or contracted employees.

3. Types of Concerns

Staff may raise concerns relating to:

- workload,
- working conditions,
- professional relationships,
- bullying or harassment,
- unfair treatment,
- health and safety,
- school procedures or decisions,
- communication issues.

4. Informal Resolution

Where possible, staff are encouraged to first discuss concerns informally with:

- Principal
- HR,
- or a member of the leadership team. Many issues can be resolved quickly through open discussion.

5. Formal Grievance

If the matter is not resolved informally, the employee may submit a written grievance to the Principal or HR.

The written grievance should include:

- details of the concern,
- relevant dates or events,
- people involved,
- any steps already taken to resolve the issue.

The school will acknowledge receipt of the grievance and begin a review promptly.

6. Investigation and Meeting

The school may:

- meet with the employee,
- speak with relevant individuals,
- review documents or evidence.

Employees may be accompanied to formal meetings by a colleague or representative. All parties are expected to cooperate respectfully and maintain confidentiality.

7. Outcome

After reviewing the matter, the school will provide a written response outlining:

- findings,
- decisions made,
- and any actions to be taken.

8. Appeal

If the employee is not satisfied with the outcome, they may submit a written appeal within 10 working days.

The appeal will be reviewed by a senior leader or designated panel not previously involved where possible.

The final decision will be communicated in writing.

9. Confidentiality

All grievances will be handled sensitively and confidentially.

Information will only be shared with individuals directly involved in resolving the matter.

10. Protection from Retaliation

No employee will be treated unfairly for raising a genuine concern in good faith.

Approved by: School Principal and Human Resources Manager

Review Date: 14/04/2026

CEO	Head of Education
Mr Zied Ben Ghorbel	Ms Jacqueline Johnson
Date:	Date:
	

