

POLICY ON REPORTING SENSITIVE ISSUES

All organisations need a minimum number of rules and procedures in order to protect the interests of both the employer and the employee and also the interests of others who come into contact with our organization and its staff.

Any employee with a particularly sensitive grievance or complaint related to any form of alleged discrimination, bullying or harassment may speak in confidence directly to a Senior Manager or a Director of the Company.

Any employee with a grievance of this nature will be spoken to in total confidence. It is this Company's policy to respect the individual, therefore special consideration of the sensitive aspects of such a complaint will be offered when conducting all grievance hearings, related to this category of complaint.

Normally records will be compiled of the complaint and a practical appropriate solution will be sought with limited delay.

This will be done as impartially as possible, and processed as promptly as practicable. A full investigation will be undertaken into the complaint(s).

As far as practicable, all the concerns will be addressed and the person dealing with this has respect for confidentiality.

However, in these difficult circumstances of receipt of any serious complaints or risk to individuals' safety, precautionary non-punitive periods of paid suspension while matters are fully investigated may well be implemented by management.

A sensitive approach will be used at all times whenever any investigation is required to be undertaken into the employee's complaint.

Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	1 st March 2024	Annual	28 th February 2025	