



Grievance Handling Policy Checklist

Include each of the below items in your grievance handling policy. Policies for workplaces with unionized workers may differ, especially in the filing procedures, from a non-unionized workplace. If your organization employs both unionized and non-unionized workers, consider writing two separate grievance handling policies.



1 Purpose of policy

2 Scope of policy

3 Employee rights

4 Grievance definition and examples

5 Employer obligations

6 Grievance filing procedures

7 Informal grievance handling procedures

8 Grievance meeting procedures

8 Appeal procedures

