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**Great Yarmouth & Gorleston Young Carers**

**Grievance Procedures**

GYGYC staff members either paid or voluntary and any member of the board of Trustees can discuss a grievance which can lead to a speedy resolution of a grievance in a fair manner.

In the first instance these should be taken up with your line manager. If this does not resolve the issue or the issue is with the line manager please ask to see the manager/or a trustee and an appointment will be made as soon as possible to resolve the situation.

If the meeting with the manager does not resolve the issue or the issue is with the manager then please put the grievance in writing to the Board of Trustees and they will deal with the situation as quickly as they can to find a resolution.

Name ……………………………………………………………………………………………………………………………………

Signed ……………………………………………………………………………………………………………………………………

Date ……………………………………………………………………………………………………………………………………

Date of review ………………………………………………………………………………………………………………………..