



# EUROPEAN RESEARCH UNIVERSITY

## Grievance Procedure

### 1. Purpose and Scope

This procedure outlines the process by which employees of the European Research University (ERUNI) may raise formal grievances relating to their employment. ERUNI is committed to providing a fair, consistent, and timely resolution of workplace issues, in line with the ACAS Code of Practice and the principles of the HR Excellence in Research Award.

This policy applies to all employees of ERUNI and all its organisational units including the autonomous ones, regardless of contract type or seniority.

### 2. Principles

- All grievances will be taken seriously and handled confidentially.
- Employees will not be treated unfairly for raising a concern in good faith.
- Grievances will be addressed promptly and fairly, and where possible resolved informally before escalating.
- The employee has the right to be accompanied by a colleague or trade union representative at any formal meeting.

### 3. Informal Resolution

Employees are encouraged to first raise concerns directly with their immediate supervisor or line manager to seek an informal resolution.

### 4. Formal Procedure

If informal resolution is not appropriate or unsuccessful, the employee should:

#### **Step 1: Submit a Written Grievance**

The grievance should be submitted in writing to the Director of the Employer, clearly outlining the nature of the issue, relevant facts, and desired outcome.

#### **Step 2: Grievance Meeting**

A meeting will be scheduled within a reasonable timeframe. The employee may be accompanied.

#### **Step 3: Outcome**

The decision will be communicated in writing. If the grievance is upheld, appropriate action will be taken.



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## **5. Appeal**

If the employee is not satisfied with the outcome, they may submit an appeal in writing to the Rector within 10 working days of receiving the outcome letter. The decision of the Rector shall be final.

## **6. Records and Confidentiality**

Records will be kept securely and in line with data protection regulations. All grievance matters will be handled with confidentiality and discretion.

In Ostrava, 1st September 2023

Assoc. Prof. Zuzana Machová, Ph.D.

Rector