



Stower Vale Pre-School

DISCIPLINARY AND GRIEVANCE POLICY

Stower Vale Pre-School is aware of its responsibilities to act as a good employer and recognizes the contribution of good working relationships between staff at all levels as fundamental to the delivery of high quality childcare. The Committee has drawn up this disciplinary and grievance policy with reference to the legal requirements of the *Employment Act 2002* and the guidance provided by the Advisory, Conciliation and Arbitration Service (ACAS).

Stower Vale Pre-School will use the procedures in both the disciplinary and the grievance policy to support good management and to ensure that all members of staff are treated fairly and equitably. All members of staff will be provided with a copy of the disciplinary and grievance policy and procedures included in their contract of employment given to them at the time of appointment. Further copies are freely available on request.

The management of Stower Vale Pre-School will follow the procedures and stages set out in this policy at all times. All issues will be handled in a confidential manner.