

STAFF HANDBOOK

2024-25



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INTRODUCTION

Welcome to Education House Leeds Staff Handbook

Our aim in producing this document was to create a one-stop information point where you would be able to access all the information you are likely to need in relation to your employment with us. The Handbook and corresponding policy documents form part of your contract of employment with Education House Leeds (eHouse).

The document gives an overview of the terms and conditions of your employment, and outlines what you can expect from us as your employer. In return we ask you for a high degree of commitment, dedication and loyalty to help us achieve the aims and objectives of the Company.

We hope you find this a useful guide during your employment with us. However, if you are unable to find the answer to your question here, please feel free to contact eHouse administrator who will certainly be able to find an answer for you.

1 Starting with Education House Leeds

1.1 About the Company

Education House Leeds (eHouse), a recognized institution accredited by the British Accredited Council, stands as a prominent independent education provider in the United Kingdom. Our specialization lies in General English Courses and IELTS Preparation Courses, reflecting our commitment to delivering high-quality training to support the language proficiency goals of international students and participants.

In our programs, we emphasize excellence in General English and provide dedicated preparation for the IELTS exam. eHouse is dedicated to creating an environment where learners can excel in their language skills, setting themselves apart with valuable proficiency.

1.2 About the employees

Education House Leeds believes its employees are its greatest asset and recognises its responsibility to ensure they get appropriate development throughout their employment. This development begins at the Induction stage when a new employee join.

Our aim is to support and develop employees in their role so that they feel confident to undertake the responsibilities placed upon them and ultimately are able to contribute to the success of the organisation.

1.3 Policy Documents and Guidelines

Full or standalone version of below mentioned policies and other relevant policies and procedures can be obtained by contacting Education House Leeds admin office or can be downloaded through staff account after employment commencement with eHouse.

- Equality and Diversity Policy
- Health and Safety Policy

2 | Sample of Employment Contract

2.1 Parties

Education House Leeds 5 -11 Hares View Leeds, LS8 4LH Tel: 0113 322 6557 Email: admin@ehouse.org.uk Web: www.ehouse.org.uk	Employee name Employees Address ----- ----- ----- ----- -----
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2.2 Start Date

Your employment under this employment contract begins on No period of continuous employment with any previous employer counts towards the calculation of your continuous employment.

2.3 Position Held

Your job title is (If you are employed as part-time, it will be mentioned with your job title.)

The person to whom you report is the specified in your job letter.

2.4 Working Hours

- You will be working between hours per week. The office hours are 09:00 to 18:00 including tea and lunch breaks.
(If you are employed part-time, your total hours per week will be mentioned as; You will be employed on part time basis for hours a week.)
- As a full-time employee, you are expected to be at the eHouse from 9:00 to 18:00 hours. However, you have flexibility to have your tea or lunch break while setting in your office or you may leave your office for these activities.
- As a part-time employee, your working pattern depends on timetable set by the Education House Leeds. You are obliged to attend the eHouse during your agreed hours.

2.5 Working Time Regulations

You have chosen not to opt out of Working Time Regulations 1998.

2.6 Work Place

- Your normal place of work is
- You may be required to travel for lecturing at another place in the UK. In such case, travelling expenses and daily allowance will be reimbursed on production of satisfactory evidence.

2.7 Holidays

- As a full-time employee, you are entitled to 20 days' full-pay holidays in addition to public holidays in any 12-month period. (Part-time employees are not entitled to full-pay holidays.)
- Unless notified otherwise, the holiday year begins on 1 January. If you are not employed for a full holiday year, the holiday allowance for that year shall be reduced on a pro-rata basis. Holiday allowance not taken within the holiday year cannot be carried forward and no payment in lieu of untaken holiday will be paid.
- You must agree the dates and duration of your holidays with eHouse administrator in advance of taking any holiday.
- If your employment is terminated during a holiday year and in that holiday year you have either not taken or exceeded your pro-rata holiday allowance an appropriate adjustment shall be made at the rate of 1/260 of your annual salary for each day in excess or not taken.

2.8 Remuneration and benefits

- You will be paid an agreed salary of £ Gross/annum subject to statutory deductions. (All part-time employees will be paid at their agreed hourly rate subject to tax and social security deduction.)
- Each year, your gross annual salary shall be reviewed by the eHouse.
- You are not entitled to additional payment for hours worked in excess of your normal working hours.
- Education House Leeds may deduct from your salary any sums owed by you to Education House Leeds including but not limited to outstanding loans, advances, overpayments and excess holiday pay.

- The eHouse may allow you to attend conferences, seminars, lectures or meetings in the UK or abroad. In this case, reasonable expenses will be reimbursed by the eHouse on production of satisfactory evidence of expenditure.
- All rights or benefits provided by Education House Leeds to you or your family which are not expressly referred to in this agreement are not contractual and may be varied or withdrawn at any time by eHouse without notice.

2.9 Sickness

In the event of absence due to ill health, Education House Leeds will pay you for up to 5 days in any 12-month period.

2.10 Notice

- Education House Leeds may give you notice in writing to terminate your employment of not less than four weeks for the first four years plus one week for each complete additional year of service (maximum 12 weeks). If you wish to terminate your employment you must give eHouse notice in writing of not less than four weeks.
- Instead of requiring you to work your contractual notice period eHouse may terminate your employment immediately on payment of a lump sum equivalent to the salary for the remaining part of your contractual period of notice.
- Your employment may be terminated without notice or payment in lieu of notice if:
 - You become bankrupt, have an interim receiving order made against you or make a composition or enter into any deed or arrangement with any of your creditors; or
 - You become a patient under the Mental Health Act 1983; or
 - You commit an act of gross misconduct or a repeated or material breach of an obligation in this agreement.

2.11 Examples of gross misconduct

The following list gives examples of behaviour which amount to gross misconduct and for which you may be dismissed without notice or payment in lieu of notice following a full investigation. This list is not exhaustive:

- Dishonesty;
- Falsification of eHouse records;
- Violent, abusive or intimidating conduct;
- Sexual, racial or other harassment or bullying;
- Deliberate damage to eHouse property;
- Attending work under the influence of alcohol or drugs;
- Rudeness to customers/clients;
- Refusal to obey reasonable orders or gross insubordination;
- Serious negligence;
- A serious breach of eHouse health and safety rules;
- Any action likely to bring Education House Leeds into disrepute;
- Inappropriate use of eHouse Internet and e-mail facilities;
- Providing misleading information on an application form;
- Unauthorised use or disclosure of eHouse confidential information

2.12 Suspension

You may be suspended from work pending an investigation into an allegation of misconduct by you. Suspension does not amount to disciplinary action at this stage and will normally be paid. eHouse will aim to keep any period of suspension to a minimum. If you are suspended, you may not enter Education House Leeds premises or contact staff who may be witnesses in any investigation without the permission of eHouse. Failure to obey any conditions attached to your suspension will be treated as a disciplinary matter in itself.

2.13 Policies

You shall comply with the policies adopted by eHouse and notified to you.

2.14 Confidentiality

- Confidential information means all proprietary information relating to eHouse's trade secrets, operations, processes, plans, intentions, product information, know-how, design, software code (including source and executable code), developers' concepts, designs, plans and models, market opportunities, transactions, affairs and/or customer information and customer information proprietary to customers.

- You shall not use or disclose confidential information without the written consent of eHouse unless and in each case only to the extent that:
 - The confidential information is lawfully known to you independently;
 - The confidential information is in, or comes into, the public domain other than as a result of wrongful use or disclosure by you;
 - Disclosure is required by law or regulatory authority.
 - The obligations in this confidentiality clause continue whether or not this agreement is terminated and without limit in time.

2.15 Intellectual property

- Intellectual property means eHouse copyright, database right, domain names, registered and unregistered design right, goodwill, know-how, moral rights, patents, registered and unregistered trademarks and all other industrial, commercial and intellectual property rights existing in any jurisdiction and all rights to apply for these.
- In accordance with the Patents Act 1977, the Registered Designs Act 1949 and the Copyright, Designs and Patents Act 1988 intellectual property created by you or in the discovery or creation of which you participate and which is capable of being used in or relates to eHouse's business is the property of eHouse.
- You irrevocably and unconditionally waive all moral rights as defined in the Copyrights, Designs and Patents Act 1988 in relation to the intellectual property which is, under the terms of this agreement the property of eHouse.
- Rights and obligations in respect of intellectual property, which is made or discovered during your employment, shall continue in force after the termination of your employment for whatever reason.

2.16 Data protection

During the course of your employment and after its termination eHouse will have to hold personal information concerning you that is relevant to your employment. Some of this information may be sensitive personal data as defined by the General Data Protection Regulation (GDPR).

2.17 Outside interests

Unless you have obtained prior written consent from eHouse, you shall not during your employment directly or indirectly engage in or acquire an interest in another business. eHouse may refuse to consent where eHouse considers this may conflict with the business interests of eHouse or may adversely affect your ability to properly discharge your duties to Education House Leeds.

2.18 Disciplinary and grievance procedures

The disciplinary and grievance procedures are set out in the Appendix 1 and do not form part of your contract of employment.

2.19 General

- No collective agreements are incorporated within this agreement.
- No third party has the right to enforce any provision of this agreement and the Contracts (Rights of Third Parties) Act 1999 shall not apply.
- This agreement includes the principal statement of terms required under section 1 of Employment Rights Act 1996.

I agree to the terms and conditions set out in this agreement, which I have been given.

Delivered as a deed on the date of this agreement

Signed for and on behalf of Education House Leeds

.....
(Signature/Date)

Signed (Name of employee)

.....
(Signature/Date)

3 | Procedure Notes

The Following documentation will be completed on the commencement of employment of a new staff member.

3.1 Key documents

Document /Step	Action	Completed /date
Employment offer letter	An offer letter including draft contact will be sent to potential employee Additional information such as staff handbook, city map, eHouse location guide, etc. that employee may need to reach eHouse or to perform his job will also be enclosed with offer letter.	
Employment contract	Two copies of the employment contract will be sent to potential employee. Employee has to sign and return both copies in admin office for eHouse representative to sign.	
	One copy of signed contract will be returned to candidate and the other will be kept in employee's personal file for future reference.	

3.2 Tax and bank details

P45	Where employee has a former employer, they should bring a P45 from the previous employer. The P45 has three parts. The employee keeps one copy, second will be retained by the eHouse and third will be sent to HM Revenue & Customs. Please be aware that the eHouse will not make any payment without having a P45. In all other circumstances, salary will be paid after deducting the amount calculated by eHouse accountant in the light of guidance in "new employer starter pack".	
Bank account	Employees need to supply their bank detail on the date of joining so that their salaries will be sent to their accounts on time.	

3.3 Health Questionnaire

Health questionnaire	All employees have to complete a health questionnaire and to sign a declaration regarding the accuracy of the answers and that Education House Leeds is able to retain the information in accordance with the General Data Protection Regulation (GDPR).	
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3.4 Sundry details

Personal Information	You may be asked to provide some additional information at the time of joining such as other contact telephone numbers, details of the next of kin in the event of an emergency, car registration, National Insurance information etc.	
Eligibility to work in the UK	All employees have to provide evidence for eligibility to work in the UK. It is an offense to employ a worker without having a permission (work permit) to work in the UK.	
Single document proof	<p>Any one of the following documents can be considered as proof of eligibility to work in the UK:</p> <p>A passport showing that the holder is a British citizen, or has a right of abode in the UK;</p> <p>A passport or national identity card showing that the holder is a national of a European Economic Area country or Switzerland;</p> <p>A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland, or a passport or other document showing current right of residence to a family member of such a national;</p> <p>A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK or that they can stay and work in the UK;</p>	

<p>Multiple document proof</p>	<p>The following combination of documents can be considered as proof of eligibility to work in the UK: A document giving the person's permanent National Insurance Number and name together with one of the following: Full UK birth certificate which includes the name of the holder's parents; or A birth certificate issued in the Channel Islands, Isle of Man or Ireland; or A certificate of registration or naturalisation stating that the holder is a British citizen; or Proof from the Home Office indicating that the person has no time limit on their stay in the UK or that they can stay and work.</p>	
<p>Alternative document combination</p>	<p>An alternative combination of documents which can be considered as proof of eligibility to work in the UK are as follows: A work permit or other approval to take employment that has been issued by Work Permits UK; and A passport, travel document or letter issued by the Home Office showing that the holder is able to stay in the UK and can take the work permit employment in question.</p>	

4

Appendix 1 Disciplinary & Grievance Procedures

4.1 Disciplinary Procedure

4.1.1 Scope: The Company Disciplinary Procedure will be used only when necessary and as a last resort. Where possible, informal and/or formal counselling or other good management practice will be used to resolve matters prior to any disciplinary action being taken. The procedure is intended to be positive rather than punitive but takes cognisance of the fact that sanctions may have to be applied in some circumstances.

An employee can discuss any part of this policy with Principal or any other member of staff. They can help clarify an employee's rights as well as give guidance and support where it may be needed. Every individual has the right of representation at any point during the disciplinary process.

4.1.2 Suspension: Suspension is not disciplinary action. The purpose of suspension is manifold and can be used when it is necessary to remove a member of staff from the workplace depending on an investigation for example, to allow time for a 'cooling down period' for both parties, for their own or others protection, to prevent them influencing or being influenced by others or to prevent possible interference with evidence. Only the administrator has the authority to suspend an individual.

An employee suspended from duty will receive written confirmation within three days with the followings,

- Reason for the suspension
- Date and time from which the suspension will operate
- Timescale of the ongoing investigation
- Right of appeal to Principal with 10 days from suspension

4.1.3 Counselling: Counselling is an attempt to correct a situation and prevent it from getting worse without having to use the disciplinary procedure. Where improvement is required, the employee must be given clear guidelines as to:

- What is expected in terms of improving shortcomings in conduct or performance
- The time scales for improvement
- When this will be reviewed
- The employee must also be told, where appropriate, that failure to improve may result in formal disciplinary action.

A record of the counselling should be given to the employee and a copy retained in their personnel file. It is imperative that any counselling should be followed up and improvements recognised and recorded.

Once the counselling objectives have been met, any record of the counselling will be removed from the employees file.

If during counselling it becomes clear that the matter is more serious, then the discussion should be adjourned, and pursued under the formal disciplinary procedure.

4.1.4 Procedure for normal investigation: Formal investigations should be carried out by the most appropriate staff member who is not directly involved with the incident being investigated. Staff member may involve others to assist with the investigation process. All the relevant facts should be gathered promptly as soon as is practicable after the incident. Statements should be taken from witnesses at the earliest opportunity. Any physical evidence should be preserved and/or photographed if reasonable to do so.

A report should be prepared which outlines the facts of the case. This should be submitted to the Principal who will decide whether further action is required. Where appropriate, this report may be made available to the individual and their representative.

In most circumstances where misconduct or serious misconduct is suspected, it will be appropriate to set up an investigatory hearing. This would be chaired by Director, who would be accompanied by eHouse administrator. The investigating staff member would be asked to present his/her findings in the presence of the employee who has been investigated. Witnesses should be called at this stage, and the employee allowed questioning these witnesses. The employee has a right of representation at this hearing.

Following the full presentation of the facts, the opportunity offered to the employee to state his side of the case, the hearing should be adjourned, and everyone would leave the room except the senior management of the eHouse. They would discuss the case and decide which of the following option need to be taken

- Take no further action against the employee
- Recommend counselling for the employee
- Proceed to a disciplinary hearing

All parties should be brought back, and informed as to which option has been chosen.

If the decision taken to proceed to a disciplinary hearing, then this may follow on immediately from the investigatory hearing if the following criteria have been met:

- The employee has been informed by letter that the investigation may turn into a disciplinary hearing, and that he has the right of representation
- He has been told in advance what the nature of the complaint is, and had time to consult with a representative
- All the facts have been produced at the investigatory hearing, and the Principal is in a position to decide on disciplinary action.
- The Principal should inform the employee and their representative that the hearing would now become a formal disciplinary hearing, and invite them to say anything further in relation to the case.

It may be appropriate at this point to adjourn proceedings, whilst necessary arrangements are made for a representative to attend the hearing at the request of the employee.

Should anyone who is subject to disciplinary action resign during the course of it, the action will cease unless there are extenuating circumstances which require its continuance. The subject of the discipline may also request that the disciplinary action continue.

4.1.5 Warnings

4.1.5.1 Examples of minor misconduct: Below are listed examples of misconduct which may warrant either a Verbal Warning or a First Written Warning. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issue of a warning.

- Persistent lateness and poor time-keeping.
- Absence from work, including going absent during work, without valid reason, notification or authorisation.
- Smoking within unauthorised areas.
- Failure to work in accordance with prescribed procedures.
- Incompetence.
- Unreasonable standards of dress or personal hygiene.
- Failure to observe Company regulations and procedures.

4.1.5.2 Verbal Warning: A Verbal Warning is appropriate when it is necessary for the Principal to take action against an employee for any minor failing or minor misconduct.

4.1.5.3 First Written Warning: A First Written Warning is appropriate when:

- A verbal warning has not been heeded and the misconduct is either repeated or performance has not improved as previously agreed.
- An offence is of a more serious nature for which a written warning is more appropriate.
- The recurrence or accumulation of an offence/offences, if left, will lead to more severe disciplinary action.

4.1.5.4 Examples of gross - misconduct: Listed below are examples of misconduct which may be considered to be Gross Misconduct and may warrant a Final Warning, Demotion or Dismissal. It is stressed however that this list is not exhaustive and that on all occasions a full and proper investigation must take place prior to the issuing of a Final Warning, Demotion or Dismissal.

- Theft, including unauthorised possession of Company property.
- Breaches of confidentiality, prejudicial to the interest of the Company,
- Being unfit for duty because of the misuse/consumption of drugs or alcohol.
- Refusal to carry out a management instruction which is within the individual's capabilities and which would be seen to be in the interests of the Company.
- Breach of confidentiality / security procedures.

- Bribing or attempting to bribe another individual, or personally taking or knowingly allowing another person to take a bribe;
- Physical assault, breach of the peace or verbal abuse.
- False declaration of qualifications or professional registration.
- Failure to observe Company rules, regulations or procedures.
- Wilful damage of property at work.
- Incompetence or failure to apply sound professional judgement.

4.1.5.5 Final written warning: A Final Written Warning is appropriate when:

- An employee's offence is of a serious nature falling just short of one justifying dismissal.
- An employee persists in the misconduct which previously warranted a lesser warning.

4.1.5.6 Downgrading or transfer to another post : This action is appropriate when:

- Previous attempts, via the disciplinary procedure, to rectify a problem have failed and this is a final attempt to solve a problem without having to dismiss an employee.
- An employee is considered by administrator to be incompetent or otherwise unfit to fulfil the duties for which he is employed but where dismissal is not thought to be appropriate.

4.1.5.7 Dismissal: Dismissal is appropriate when

- An employee's behaviour is considered to be Gross Misconduct.
- An employee's misconduct has persisted, exhausting all other lines of disciplinary procedure.

4.1.5.8 Time scales for the expiry of warnings: Warnings issued to employees shall be deemed to have expired after the following periods of time.

- Verbal Warnings: 6 months
- First Written Warnings: 12 months
- Final Written Warnings: 18 months (or as agreed and recorded at the hearing)

These time scales remain provided that during that period, no further warnings have been issued in respect of the employee's conduct.

4.1.6 Letter of warning

All Warnings must contain the following information:

- The letter must be issued within 7 days of the date of the disciplinary hearing.
- The nature of the offence and where appropriate, that if further misconduct occurs, more severe disciplinary action will be taken.
- The period of time given to the employee for improvement.
- The employees right to appeal to Principal directly above that of the one issuing the warning
- A copy of the warning and any supporting documentation must be attached to the individuals personnel file.

- The employee must also receive a copy of the warning which in the case of any written warning will be sent to their home address by recorded delivery if not handed to them in person.
- In the case of a final written warning, reference must be made to the fact that any further misconduct will lead to dismissal, and that the employee has the right of appeal, and to who they can make that appeal.

The letter confirming dismissal will contain the following information:

- The reason for dismissal and any administrative matter arising from the termination of their employment.
- The employees right of appeal and to whom they should make that appeal

4.1.7 Appeals

Every employee has the right to appeal against the outcome of a disciplinary hearing. The basis of an appeal should normally relate to one of the following areas:

- That the Company's' procedure had not been followed correctly.
- That the resulting disciplinary action was inappropriate.
- That the need for disciplinary action was not warranted.
- That new information regarding disciplinary action, has arisen

An appeal should be put in writing to the Principal. The letter of appeal may be constructed by the employee or their representative. The letter should contain the grounds for appeal and should be lodged within 10 days of receipt of the warning / dismissal letter.

An appeal will be arranged within 20 working days of receipt of the appeal letter.

4.1.7.1 Appeals against verbal and first warnings

In the case of verbal and first warnings, the appeal will be heard by the Principal

4.1.7.2 Appeals against downgrading, final warnings and dismissal

The hearing and determining of appeals against final warnings and dismissal will be heard by the senior management. They may also involve another senior staff not previously involved with the case.

When dealing with an appeal against a Final Warning or Dismissal written statements of case may be submitted no later than 2 days prior to the date of Appeal Hearing. No additional written evidence will be admitted by the Appeal Committee on the date of the Hearing.

Witnesses may be required by either party at an appeal hearing, dependent upon the circumstances and nature of the case. However, there is no specific obligation on either party to produce a witness. Either party must give 5 days prior notice that they intend to call specific persons involved or associated with the case under consideration.

It is the responsibility of the management representative and for the appellant to each arrange for the availability and attendance of any witness they wish to call.

4.2 Grievance Procedure

The grievance procedure is intended as the tool by which a member of staff may formally have a grievance, regarding any condition of their employment, heard by the management of the Company. The aggrieved employee has the right of representation by a Trade Union Representative, a professional organisation, a staff association or a colleague/friend.

In the event of a member of staff wishing to raise a grievance, it is preferable for the grievance to be satisfactorily resolved as close to the individual and their eHouse administrator as possible. It is understood however that this is not always possible and that a formal procedure is required to ensure the swift and fair resolution of matters which aggrieve the hospital's employees.

Time scales have been fixed to ensure that grievances are dealt with quickly, however these may be extended if it is agreed upon by both parties.

This procedure is not intended to deal with:

- Dismissal or disciplinary matters which are dealt with in a separate procedure.
- Disputes, which are of a collective nature and which are dealt with in a separate procedure.

4.2.1 Stage 1

An employee who has a grievance, should raise the matter with his eHouse administrator immediately either verbally or in writing. If the matter itself concerns the eHouse administrator, then the grievance should be taken to their superior.

If the eHouse administrator is unable to resolve the matter at that time then a formal written grievance form should be submitted (see appendix 1). The eHouse administrator should then respond within 2 working days to the grievance unless an extended period of time is agreed upon by both parties. The response will give a full written explanation of the administrator's decision and who to appeal to if still aggrieved.

4.2.1 Stage 2

In most instances the Company would expect administrator's decision to be final and for the matter to end. However, in some circumstances the employee may remain aggrieved and can appeal against the decision of the eHouse administrator concerned.

The appeal, to principal, must be made within ten working days of the original response to the employees' grievance. The appeal must be in writing (see appendix 2) and contain the original formal Grievance form. At this stage eHouse administrator will attempt to resolve the grievance. A formal response and full

explanation will be given in writing with the name of the person to whom they can appeal if still aggrieved, within 7 days.

4.2.3 Stage 3

If the employee remains aggrieved there will be a final level of appeal to the Director responsible for the employees' function. This appeal must be made in writing (see appendix 3), enclosing a copy of the original Formal Grievance form, to the director within ten working days of receipt of the Stage 2 response. This Director will arrange and hear the appeal with another management representative and respond formally with a full explanation within 20 working days. There is no further right of appeal.

Where a grievance is raised against a Director both parties agree that there would be some merit in taking the matter to a third party for advice, conciliation or arbitration, arrangements will then be made to find a mutually acceptable third party.

4.2.4 Grievance Procedure - Appendix 1

To:

From:

Dept (if applicable):

Date:

Immediate Superior:

Dear

I wish to take a formal grievance out against:

in line with the Company Grievance Procedure. The details of my grievance are shown below:

Yours sincerely,

(eHouse administrator should respond to this formal written grievance within 2 working days unless an extended period for response is mutually agreed)

4.2.5 Grievance Procedure - Appendix 2

To

From

Dept (if applicable)

Date

Immediate Superior

Dear

On (within 10 days of the response to the initial formal grievance) my grievance against was heard by
I am not satisfied with the outcome of this meeting and would like to appeal to yourself for a further hearing of my grievance, in line with the Company Grievance Procedure.

I enclose a copy of the original letter regarding this matter and other correspondence and information related to it.

Yours sincerely

(eHouse Principal should respond to this formal written grievance within 7 days unless an extended period for response is mutually agreed)

Education House Leeds:

Name:	
Designation:	
Place of Work:	
eHouse administrator :	

I confirm I have received a copy of the eHouse Staff Handbook and that I have read this and understood the contents.

I also confirm that I have sought clarification from my eHouse administrator on any issues outlined in the Handbook which I am not clear about.

Signed: _____

Date: _____



“

**We Train You
For Success**

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