



Grievance Policy

AV-P17
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Employees have the right to be accompanied by a colleague during all stages of the process.

During the meeting the grievance will be discussed, together with possible opportunities for resolution and considerations for further investigations. A record of the meeting will be taken.

If an investigation is required, the meeting will be adjourned to allow time for this to be carried out. After the meeting and any subsequent investigation, the manager hearing the grievance will inform the employee in writing of the decision taken in response to the grievance. This will normally take place within three working days from the hearing.

The Role of the Representative

The representative has the right to put forward the employee's case, to respond to points made on behalf of the employee and to sum up the case. They are entitled to confer with the employee both before and during the hearing, the one thing the representative cannot do is answer questions put directly to the employee.

Your chosen companion can act as a witness, take a note of the proceedings, address the hearing, and confer with you but may not answer questions on your behalf. It is your responsibility to ensure that your chosen companion is willing to act and is available to attend the meeting.

If your chosen companion is unavailable on the proposed date of the grievance hearing, the hearing may be postponed by up to five working days at your request, subject to you proposing an alternative time and date within five working days of the original date.

Possible outcomes from a grievance hearing

The possible outcomes are listed below.

- Uphold the employee complaint and put in place appropriate steps to address the problem, which may include the disciplinary procedure being instigated.
- Not uphold the employee complaint
- Confirm there is insufficient evidence to make a decision on the complaint.

Appeal against a grievance decision

All employees have the right to appeal against a grievance decision and must do so in writing within five working days. All appeals should be made to the Line Manager, a Senior Manager and/ or HR Manager (that were not originally involved in the initial grievance hearing) outlining the reason for the appeal. The grievance appeal will be heard by a member of the Avantis Marine Ltd senior management team who has not been previously involved in the case.

Avantis marine Ltd will endeavor to hear all appeals in a timely manner and the employee has the right to be accompanied to a grievance appeal meeting by a colleague.

No definite decision will be made at the appeal meeting, but the employee will normally be notified of the decision made within 48 hours of the appeal meeting taking place.



Possible outcomes from a grievance appeal hearing

The possible outcomes of a grievance appeal hearing are listed below.

- Uphold the employee complaint and put in place appropriate steps to address the problem which may include the disciplinary procedure being instigated.
- Not uphold the employee complaint and confirm that no further action will be taken
- Confirm there is insufficient evidence to make a decision on the complaint and confirm that no further action will be taken

The decision made at the grievance appeal hearing is final.

Former employees

Ex-employees may also raise grievances after their employment has ended. In this case, the grievance procedure set out above will continue to apply, unless both parties agree in writing that a modified form of grievance procedure will apply instead. Under the modified grievance procedure, you must set out the details of your grievance in writing and the Company will then formally respond in writing without the need for a grievance meeting and without a right of appeal.

If your complaint relates to your dissatisfaction with a dismissal decision, you should not invoke the grievance procedure but should instead appeal against that decision in accordance with the appeal procedure with which you will have been provided.

Records

Records will be kept detailing the nature of any grievance, the action taken and the reasons for it, whether an appeal was lodged, its outcomes and any subsequent developments. These records will be kept confidential.

Signed on behalf of the Board of Directors of the Company:



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