**GRIEVANCE POLICY**

### Suggested Letter 4 to Employee inviting them to Attend a Further Meeting once the Investigation Report has been Completed

Dear (Employee)

**GRIEVANCE**

Further to my letter of (date of letter re investigation) I am now in receipt of the report which I commissioned from (name of investigator). I attach a copy of the appropriate documentation for your information and invite you to attend a re-convened meeting with me on (date, time and location).

This meeting is scheduled to take place using MS Teams/ Zoom and there is a link included within the invite and also in Outlook calendars where this has been sent electronically.

Please refer to the attached Appendix 1 document which includes guidance on etiquette for virtual meetings.

If you have any specific requirements in being able to use this facility, or would like to discuss any adjustments you would like included within the meeting, please contact me as soon as possible to discuss.

Additionally, if you would like to suggest an alternative method in conducting this meeting, please contact me as soon as possible to discuss.

I would remind you that you are entitled to be accompanied by a trade union representative, trade union officer or Lincolnshire County Council work colleague of your choice. I will be accompanied by (name) a Human Resources Adviser. Also present will be your line manager, (name), who will also have been provided with a copy of the appropriate documentation.

Please note that the electronic, audio or video recording, by any device, of all meetings associated with the grievance process will not be permitted, unless express authorisation has been received from the appropriate senior manager prior to any such recording taking place.

Yours sincerely

Manager’s Name and Job title

Updated December 2016