



MARIAN SCHOOL BOARD OF TRUSTEES

COMPLAINTS AGAINST EMPLOYEES POLICY

PURPOSE

The Board of Trustees has a responsibility to all employees to ensure all verbal and/or written complaints are resolved.

POLICY

1.
 - a) All complaints will in the first instance, be directed to the Principal
 - b) If the complaint is against the Principal, then this is to be directed to the Chairperson of the Board of Trustees
 - c) Every effort will be made for complaints to be resolved
 - d) Unresolved complaints will be discussed with the Chairperson of the Board of Trustees to determine further action to be taken.
2. Complaint and discipline procedures will be followed in accordance with the employees appropriate employment agreement.
3. The relevant employee(s) concerned will be formally advised (in writing) about any complaints received directly by the Principal or Board Chairperson.
4. A detailed written statement will be requested from the complainant when conduct or performance is in question.
5. The Board will provide the employee(s) with an opportunity to modify behaviour or improve performance.
6. The Board will ensure that when an unsatisfactory standard of conduct or performance persists, action is fair and reasonable, in accordance with employment agreements.
7. It is vital that the Principal and the Board of Trustees preserve confidentiality and carefully document all their actions and be able to show, in accordance with employment agreements that they have acted fairly and properly with regards to complaints made against employees of Marian School.

REVIEW

This policy will be reviewed triennially.

APPROVED 15 June 2004

Board of Trustees Chairperson: