

# McBride Racing Limited - Grievance Procedure

## 1. Introduction and Purpose

McBride Racing Limited is committed to fostering a fair, respectful, and productive working environment for all employees. We recognise that from time to time, employees may have concerns, problems, or complaints relating to their employment, working conditions, or relationships with colleagues or management.

This Grievance Procedure is designed to provide a clear, structured, and fair process for employees to raise such concerns and for the Company to address them effectively and promptly. It aims to resolve issues internally and amicably where possible, ensuring that all grievances are handled consistently, impartially, and in accordance with the principles of natural justice and fair procedures, as outlined in the Workplace Relations Commission (WRC) Code of Practice on Grievance and Disciplinary Procedures.

## 2. Scope

This procedure applies to all employees of McBride Racing Limited regardless of their length of service, role, or employment status (full-time, part-time, fixed-term, permanent).

## 3. Core Principles

In handling any grievance, McBride Racing Limited will adhere to the following principles:

- **Fairness and Impartiality:** All grievances will be investigated thoroughly and impartially, ensuring that all parties involved are treated fairly and have an opportunity to present their case.
- **Confidentiality:** All matters relating to grievances will be treated with appropriate confidentiality. Information will only be disclosed to those who need to know to facilitate the investigation and resolution of the grievance.
- **No Victimisation:** No employee will suffer any detriment, victimisation, or unfair treatment for raising a genuine grievance in good faith, or for acting as a witness in a grievance process.
- **Timeliness:** Grievances will be addressed and processed without undue delay at each stage of the procedure.
- **Right to be Accompanied:** Employees have the right to be accompanied by a work colleague or a trade union representative at any formal grievance meeting.
- **Written Records:** Accurate records will be kept of all stages of the grievance procedure.

- **Resolution Focus:** The primary aim is to resolve grievances effectively and, where possible, to restore positive working relationships.

## 4. Informal Grievance Stage

Many concerns can be resolved quickly and effectively through informal discussion. Employees are encouraged, where appropriate, to try and resolve their concerns informally in the first instance.

### How to raise an informal grievance:

1. **Direct Approach:** Discuss your concern directly with the person involved, if you feel comfortable doing so.
2. **Approach a Supervisor:** If a direct approach is not appropriate, raise your concern with a Supervisor.
3. **Approach a Manager:** If approaching a Supervisor is not appropriate, or if the issue involves a Supervisor, raise your concern with a member of the General Management Team.
4. **Approach Chief Executive Officer:** If you can't approach a manager, or if your concern involves a member of the General Management Team, you should raise your concern with the CEO. In most cases, this will be the final step in the informal process.
5. **Approach Managing Director:** If all other informal avenues haven't resolved the issue, and you feel it's appropriate, the Managing Director can be approached as the most senior company representative. In all cases, this will be the final step in the informal process.

The Supervisor, Manager, CEO or Managing Director will listen to your concern, offer advice, and may attempt to facilitate a resolution through informal discussion or mediation.

If the informal approach does not resolve the issue, or if the nature of the grievance is such that an informal approach is not appropriate (e.g., serious allegations of bullying, harassment, or discrimination), you may proceed to the Formal Grievance Stage.

## 5. Formal Grievance Stage - Raising a Formal Grievance

If your grievance remains unresolved after the informal stage, or if you deem the matter too serious for informal resolution, you should raise a formal grievance.

### How to raise a formal grievance:

1. **Written Complaint:** Your grievance should be submitted in writing to the CEO. Where circumstances deem it appropriate, you have the option to submit it in writing to the Managing Director.
2. **Content of the Written Grievance:** Your written grievance should include:
  - Your name and contact details.

- A clear and concise description of the grievance.
  - Relevant dates, times, and locations of incidents.
  - Names of any individuals involved or witnesses.
  - Any previous steps taken to resolve the issue informally.
  - What outcome or resolution you are seeking.
  - Any supporting documentation.
3. **Acknowledgement:** The Company will acknowledge receipt of your formal written grievance.

## 6. Investigation

Upon receipt of a formal grievance, the Company will promptly initiate an investigation.

1. **Appointment of Investigator:** The CEO will be appointed as the Investigating Officer. If necessary, the Managing Director will be appointed to this role instead of the CEO.
2. **Purpose of Investigation:** The Investigating Officer's role is to gather all relevant facts and evidence to fully understand the nature of the grievance.
3. **Gathering Information:** This will involve:
  - Meeting with the employee who raised the grievance to clarify the details.
  - Interviewing any other individuals involved, including the subject of the complaint (if applicable) and any witnesses.
  - Reviewing relevant documents, policies, and records.
4. **Fairness to All Parties:** All parties involved will be informed of the allegations or concerns relevant to them and given a full opportunity to respond.
5. **Confidentiality during Investigation:** All interviews and information gathered during the investigation will be treated with strict confidentiality.

## 7. Grievance Meeting/Hearing

Following the completion of the investigation, a formal grievance meeting will be arranged.

1. **Notification:** You will be invited to a grievance meeting in writing, with appropriate notice. The notification will state the purpose of the meeting and your right to be accompanied.
2. **Right to be Accompanied:** You have the right to be accompanied at the meeting by a representative. You must inform the Company of your chosen companion in advance.
3. **Purpose of the Meeting:** The meeting will provide an opportunity for you to present your case, discuss the findings of the investigation, and for the Company to ask questions and seek clarification.
4. **Conduct of the Meeting:** The meeting will be conducted fairly and impartially. Notes will be taken, and you will typically be offered a copy of the notes for review and comment.
5. **Adjournment:** The meeting may be adjourned if further investigation or clarification is required.

## 8. Decision and Outcome

Following the grievance meeting, the Company will carefully consider all information presented and make a decision.

1. **Decision Communication:** The decision will be communicated to you in writing.
2. **Content of Decision Letter:** The letter will clearly state:
  - The decision regarding your grievance (e.g., upheld, partially upheld, not upheld).
  - The reasons for the decision.
  - Information on your right to appeal the decision.

## 9. Appeal Stage

If you are not satisfied with the outcome of your formal grievance, you have the right to appeal the decision.

1. **Submitting an Appeal:** You must submit your appeal in writing to the Managing Director within 5 working days of receiving the formal grievance decision.
2. **Grounds for Appeal:** Your appeal letter should clearly state the grounds for your appeal, for example:
  - New evidence has become available.
  - The procedure was not followed correctly.
  - The decision was unreasonable given the evidence.
3. **Appointment of Appeal Officer:** All appeals will be heard by the Managing Director, who is the most senior company representative.
4. **Appeal Hearing:** An appeal hearing will be arranged. You will be given notice of this meeting and your right to be accompanied.
5. **Appeal Decision:** The decision of the appeal will be communicated to you in writing. This decision is final at the Company's internal level.

## 10. External Referral

If you remain dissatisfied after exhausting the Company's internal grievance and appeal procedures, you have the right to refer your complaint to the Workplace Relations Commission (WRC) or other relevant external bodies in the Republic of Ireland. Information on how to do this can be found on the WRC website ([www.workplacerelations.ie](http://www.workplacerelations.ie)).

## 11. Confidentiality and Record Keeping

- All records relating to grievances will be kept confidential and stored securely in accordance with GDPR and data protection legislation.
- Access to these records will be restricted to those involved in the grievance process and authorised personnel.
- Records will be retained for a period consistent with legal requirements and company policy.

## **12. Review of Procedure**

This Grievance Procedure will be reviewed periodically by McBride Racing Limited to ensure its effectiveness, fairness, and compliance with current employment legislation and best practice.

**Date of Issue:** 01/01/2025

**McBride Racing Limited**