**Board Grievance Policy Template**

1. **INTRODUCTION**

If a grievance or dispute between Directors threatens the proper functioning of the Board the parties should seek a speedy and fair resolution of that grievance or dispute to limit that threat and ensure the Board can continue to function.

1. **PURPOSE**

This Policy seeks to set out a process for resolution of disputes or grievances involving Directors that cannot be resolved through respectful debate in Board meetings.

1. **POLICY**

Where possible disputes should be resolved by mediation.

1. **RESPONSIBILITY**

The chair should ensure that:

1. Directors are aware of this policy; and
2. any grievances or disputes are handled respectfully, confidentially and fairly.

All Directors should ensure that their usage of electronic media conforms to this policy.

1. **RESOLUTION PROCESS**

Subject to the organisation’s constitution the parties to a grievance or dispute must:

1. meet and discuss the matter in dispute; and
2. if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

If the parties are unable to resolve the dispute at such a meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator. The mediator must be – a person chosen by agreement between the parties; or in the absence of agreement, a person appointed by the Board.

A member of the organisation may be appointed as mediator, but the mediator cannot be a party to the dispute.  The parties to the dispute must, in good faith, attempt to settle the dispute by mediation. The mediator, in conducting the mediation, must:

1. give the parties to the mediation every opportunity to speak and to be heard;
2. allow due consideration by all parties of any written statement submitted by any party throughout the mediation process;
3. not determine the dispute.

The mediation must be confidential and without prejudice and the mediator may require the parties to sign a mediation agreement setting out all parties’ agreement to maintaining confidentiality.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute otherwise at law or in accordance with the Constitution.

