

BOARD GRIEVANCE AND DISPUTE RESOLUTION POLICY

ERJ 1.4.1

INTRODUCTION

The Board of Edmund Rice Justice Aotearoa New Zealand is committed to reaching a speedy and just resolution of any disputes or grievances that may arise and that may threaten the harmonious functioning of the Board.

PURPOSE

This policy is designed to set out the process for resolution of disputes or grievances involving Board members that are unable to be resolved through respectful debate in Board meetings.

POLICY

Disputes will be resolved by mediation.

AUTHORISATION

Chair

29th March 2015

Edmund Rice Justice Aotearoa New Zealand Trust

Policy number	ERJ 1.4	Version	1
Drafted by	Paul Robertson	Approved by Board on	
Approval Body	ERJANZ Trust Board	Scheduled review date	March 2017



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RESPONSIBILITIES

It is the responsibility of the Chair to ensure that:

- Board members are aware of this policy;
- Disputes are handled respectfully, confidentially, and in accordance with natural justice.

It is the responsibility of the all employees to ensure that their usage of electronic media conforms to this policy.

PROCESSES

The parties to the dispute must meet and discuss the matter in dispute, and, 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) a person chosen by agreement between the parties; or
- (b) in the absence of agreement, a person appointed by the Board.

A member of Edmund Rice Justice Aotearoa New Zealand Trust can be a mediator, but may not be a member who is 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 –

- (a) give the parties to the mediation process every opportunity to be heard; and
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

The mediator must not determine the dispute.

The mediation must be confidential and without prejudice.

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

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RELATED DOCUMENTS

- Harassment policy
- Bullying Policy

AUTHORISATION

Chair

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