

Grievance Procedure

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References to a "Personnel Director" means M.B. Langmuir, or such partner or partners who subsequently take on the personnel responsibilities currently assumed by the individual named in this paragraph.

Employees are encouraged to approach their manager to discuss any grievance which they have or which they may have on an informal basis.

If the employee wishes to raise a grievance formally then they should bring it to the attention of a Partner. If they are dissatisfied with the action taken by that person then they can appeal to the Personnel Director in writing within five working days of the initial decision, to arrange a meeting, if necessary. The Personnel Director's decision is final.