



HUMAN RESOURCES DEPARTMENT

Grievances Policy

Procedure No.	Version
035	002
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Approved By: Mr. Nawaf AlKhalaf	
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I. Policy

The Gulf University for Science & Technology (GUST) employees have the right to raise their grievances through proper reporting channels for any of the following issues while protecting them from educational or employment disadvantage:

- Employees conflicts (Direct managers, subordinates)
- Changes in employment conditions
- Pays and Benefits
- Personal issues (discrimination, violation, bullying, work harassment)
 - *Related Interface: Employee Code of Conduct & Disciplinary Action Policy*
- Performance Management (promotions, increments, and rating)
 - *Related Interface: Performance Management Procedure*
- Work conditions (Health & Safety)
 - *Related Interface: Employee Code of Conduct*

- **Note: Before raising the Grievance, employee must refer to the related interface aforementioned.**

II. Application

This procedure shall apply to all GUST employees.

III. Related Policies/Procedures

- Disciplinary Code Actions.

IV. Grievance Appeal

- Employee Grievance Appeal Form

V. Revision History

Date	Revision	Remarks
10/2/2013	001	Initial release
23/3/2022	002	Amendments on the Grievance related issues