

## SCHEDULES

### SCHEDULE 2

#### STATUTORY DISPUTE RESOLUTION PROCEDURES

#### PART 2

#### GRIEVANCE PROCEDURES

#### CHAPTER 2

#### MODIFIED PROCEDURE

##### *Step 1: statement of grievance*

- 9           The employee must—
- (a)   set out in writing—
    - (i) the grievance, and
    - (ii) the basis for it, and
  - (b)   send the statement or a copy of it to the employer.

##### *Step 2: response*

- 10           The employer must set out his response in writing and send the statement or a copy of it to the employee.