



OCR FM COMMITTEE OF MANAGEMENT DISPUTE RESOLUTION

INTRODUCTION

The Committee of Management of OCR FM 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 Committee of Management.

PURPOSE

This policy is designed to set out the process for resolution of disputes or grievances involving the Committee of Management.

POLICY

The Committee of Management of OCR FM 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 Committee of Management. All Committee of Management members will follow the procedures set out below.

This policy refers to disputes:

- Between Committee of Management members
- By a member regarding a Committee of Management process
- By a Committee of Management member regarding a resolution of the Committee of Management.

PROCEDURES

1. The dispute must be communicated in writing and sent to the President. The President must acknowledge receipt of this document within two days of receiving the document.
2. The President will use his/her discretion to bring the issue to the next ordinary Committee of Management meeting or call an extraordinary meeting.
3. When raised at the Committee of Management Meeting all people involved in the dispute will be given the right to be heard.
4. The matter should be heard with all Committee of Management members present, unless they have advised in writing that they are aware there is a dispute resolution meeting being held and they are unable to attend.

5. The President will call for a motion from the Committee of Management e.g. to seek further legal advice or to dismiss the complaint. The motion will be voted on by all members present at the meeting.
6. A Committee of Management decision may be reviewed where:
 - New information has come to light that was not available when the original decision was made.
 - The Committee of Management has become aware of an error in previous information that was used to make the decision.
 - A Committee of Management member did not feel able to present his/her case.

RELATED DOCUMENTS

OCR FM Constitution
Grievance and Dispute Resolution Policy

This policy was adopted as policy in principle by the OCR FM Committee of Management

Signed *Tyson Graham* Date 21st July 2021

This Policy is due for review within 24 months of the date shown above.