

A N N E X U R E - BCONSTITUTION OF THE GRIEVANCE COMMITTEE

1) In the case where the union is recognised, two representatives of the management, a union representative and a union departmental representative of the department in which the concerned employee works, shall be on the Grievance Committee.

2) In the case where the union is not recognised, or there is no union, but a Works Committee, the Grievance Committee shall be composed of two representative of the management, a representative of the department in which the employee works on the Worker's Committee, and either the Secretary or the Vice-President of the Works Committee, if the Secretary of the Works Committee, is also the worker's departmental representative.

It is suggested that the managements' representatives should be the departmental head plus the official who deals with the grievance at the first stage; or the Personnel Officer should act as an adviser.

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The size of the Grievance Committee should be limited to a maximum of six members. Otherwise it is likely to become unwidely.