

Aisha Patel
HR Advisor
Employer HR file

Date: 14 July 2026
Our Reference: GOR/135294C4
Document Type: HR record

Grievance Outcome Record

1. BACKGROUND

On 4 March 2026, Aisha Patel, employed as an HR Advisor at the Leeds site project team, submitted a formal grievance via email. The grievance concerned allegations of repeated curt language by the Foreman during February and March 2026, and a perceived unfair allocation of overtime hours, resulting in feelings of exclusion from the overtime rota. The grievance was raised under the GraniteWay Grievance Procedure (draft version 2, January 2026).

Prior to raising the formal grievance, an informal discussion took place on 12 February 2026 between Aisha and the project manager, but this did not result in any formal adjustments or resolution.

Attachments: [Evidence log](#) | [Investigation action plan](#)

HR RECORD DETAILS

Employee
Aisha Patel

Role
HR Advisor

Case type
Grievance Procedure

Reference
HRA-135294C4

KEY DATES

Completed
14 July 2026

First review
25 March 2026

Owner
Harriet Lowe

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Grievance Outcome Record

2. INFORMATION CONSIDERED

The investigation reviewed several key documents and sources, including the overtime rota for January to March 2026, employee timesheets, minutes from toolbox talks, and notes from witnesses.

Statements were obtained from the Foreman, who explained that overtime was allocated based on task requirements, taking into account operational pressures, deadlines, and shift patterns.

Witness accounts from apprentice Jamie Clarke and project management notes were included to provide additional context.

Employee Aisha Patel reported specific dates in February when she felt the Foreman's language was curt and expressed concern over exclusion from the overtime rota.

Supporting documents were referenced to assess the fairness of overtime allocation and the nature of interactions between the Foreman and the employee.

Evidence Log

Evidence Item	Source	Date	Relevance	Reviewed By
Rota Jan–Mar 2026, timesheets, toolbox talk minutes, witness notes.	Employer HR record	14 July 2026	Supports the HR action record	Harriet Lowe

Attachments: Evidence log | Investigation action plan

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3. MEETING AND INVESTIGATION

A grievance meeting took place on 25 March 2026 involving Aisha Patel (grievant), the Foreman (subject of the grievance), Harriet Lowe (Operations Manager), HR Advisor Aisha Patel, and witness apprentice Jamie Clarke.

The process involved detailed interviews with the parties, a review of relevant rota and timesheet records, and analysis of toolbox talk minutes. Additional witness accounts were sought to reconcile differing perspectives.

The initial investigation is ongoing, led by Aisha Patel, with the provision to escalate to an external investigator if the grievance remains unresolved.

Efforts ensured adherence to procedural fairness and neutrality throughout the process.

Attachments: Evidence log | Investigation action plan

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Grievance Outcome Record

4. OUTCOME

The outcome formally acknowledges the grievance raised by Aisha Patel regarding workplace interactions and overtime allocation within the Leeds site project team.

While the investigation has identified inconsistencies in the overtime allocation process, conclusive evidence of repeated bullying or mistreatment by the Foreman has not been firmly established at this stage.

It is recommended that ongoing improvements be made to clarify criteria for overtime allocation to enhance transparency and fairness.

Management will receive coaching to support improved communication and interpersonal conduct, addressing concerns about curt language in the workplace.

Employee welfare is supported by offering access to the Employee Assistance Programme and signposting occupational health if required.

Formal recognition of the grievance and these subsequent steps will be communicated in writing.

Attachments: Evidence log | Investigation action plan

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5. REASONS

The decision balances operational necessities, including task-based overtime allocation under tight project deadlines, with the employee's perceptions of unfair treatment and communication style.

The overtime allocation, as confirmed by management, was influenced by practical considerations such as shift patterns and workload demands during February and March 2026.

However, inconsistencies noted in the rota and timesheets suggest that the allocation process would benefit from greater clarity and consistency.

The perception of curt language has been taken seriously, and while direct evidence is not conclusive, manager coaching is recommended as a precaution to improve workplace interactions.

This approach reflects the company's commitment to fair treatment while maintaining operational effectiveness.

Attachments: Evidence log | Investigation action plan

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6. APPEAL AND FOLLOW-UP

The employee may submit an appeal against this decision to the Director within ten working days of receiving this outcome.

Appeals will be logged and assigned to an independent reviewer within HR to ensure impartial consideration.

Follow-up actions include completion of all witness interviews by 10 April 2026, review and reconciliation of rota calculations, and delivery of management coaching sessions by 20 April 2026.

Access to wellbeing support services remains available should the employee wish to utilise them.

Confidentiality will be maintained throughout all stages of the grievance and any subsequent appeal process.

The next formal review of this matter is scheduled for 15 April 2026 to assess progress on agreed actions and any further concerns.

7. AMENDMENT CONTROL

Any changes to the facts, decisions, actions, evidence, responsibilities or review dates should be agreed in writing and recorded as an amendment to this document.

Appendix A - Amendment Log

Amendment Date	Section Updated	Previous Position	Updated Position	Approved By

Attachments: Evidence log | Investigation action plan