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# **Grievance & Discipline Policy**

## **2025 - 2026**

## Riffa Views International School (RVIS) - Grievance & Discipline Policy

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DOCUMENT CONTROL	
Policy Reference	Grievance & Discipline Policy - RVIS -25-025
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Next Scheduled Revision (yearly)	April 2026

## 1. Purpose

To ensure a transparent and fair process for handling staff grievances and disciplinary issues, in accordance with Bahrain's Labour Law and RVIS's values of respect and professionalism.

## 2. Scope

Applies to all RVIS employees. All employment terms and awareness must align with Legislative Decree No. 36 of 2012 governing employment, including rights to written contracts and minimum leave entitlements.

## 3. Grievance Procedure

- Initiation: Staff must submit grievances in writing to HR or their immediate supervisor within 10 working days of the incident.
- Review: A Grievance Committee will investigate within 15 working days and recommend corrective actions.
- Outcome: The decision, communicated by the Head of School or delegate within 5 working days of the recommendation, is final unless escalated.
- Retention: Grievance documentation is maintained by HR for at least 5 years.
- Escalation: Unsatisfactory outcomes can be escalated externally as per Bahrain Labour Court procedures.

#### 4. Disciplinary Framework According to Bahraini Labor Law

- Permitted Sanctions include:
  - Verbal warning
  - Written notice or reprimand
  - Suspension ( $\leq 1$  month with salary deduction)
  - Postponement of bonuses/promotions
  - Termination, in accordance with legal provisions.
- Procedure for Discipline:
  - A written notice of allegations and fair hearing must occur within 7 days of discovering the violation.
  - Employees can be accompanied by a trade union representative if applicable.
  - Sanctions must be justified in writing; employees may submit a response within 7 working days.
- Sanction Limits & Removal:
  - Written/verbal warnings expire after 6 months; suspension and promotion/bonus delays after 1 year if performance improves.

- One sanction per violation; deductions/suspensions are capped in duration and amount.
- Immediate Dismissal Without Notice: Allowed in cases of grave misconduct, such as falsification, repeated unapproved absenteeism, severe safety breaches, or immoral acts at work. Must comply with legal due process.

## 5. Employee File & Discipline Records

RVIS maintains a personal file for each staff member, including performance records, investigations, and disciplinary actions, retained for at least 2 years after employment ends.

## 6. Fairness & Legal Compliance

- All disciplinary actions must align with Bahraini Labour Law; no disciplinary action will infringe upon statutory protections or be arbitrarily applied.
- The policy will be reviewed annually to remain compliant and effective.