

[COMPANY LOGO]

# BOARD MEMBER DISPUTES

[company name]

Registered in England [company number]

Registered Office: Number One Bickerstaffe Square, Talbot Road, Blackpool, FY1 3AH

**Agreed: [date]**

**Updated:**

### **How disputes and grievances involving Board Directors can be raised and responded to**

There may be occasions where a Board Director wishes to raise an issue in relation to another member of the Board. In most circumstances, issues can be resolved between individuals and it is expected that Board Directors will approach problem solving with good faith and effort toward informal resolution.

However, there could be circumstances where this is not possible or appropriate and individuals are entitled to raise concerns and have these addressed. It is important that these concerns are dealt with fairly and quickly and at the lowest possible level before they evolve into major problems.

### **Confidentiality**

Where an issue is raised, all matters related to it should be treated confidentially by all parties involved, including any documents or details of any discussions (subject to any legal or regulatory requirements and subject to the proper requirements of any steps required to address the matter).

### **Procedure**

1. If the informal approach has not been successful, a grievance should in the first instance be submitted to the Company Secretary.
2. The Company Secretary will then seek to liaise with the relevant parties to arrive at a solution which is mutually satisfactory for all parties.
3. If this is not possible then the Board Director concerned can submit the request in writing to the Chair with a copy to the Company Secretary.
4. The Chair will then hear both sides of the grievance from relevant parties and seek to understand the options for resolving the issue.
5. The Board Director will then be notified of the decision of the Chair.
6. If the complaint is in relation to the Chair, then the same procedure will apply but the decision will be made by the Shareholder representative.