

Step 6: After the grievance procedure

6. Talking to staff

The grievance outcome and details must remain confidential. However, where appropriate, it can be a good idea for the employer to talk privately with any staff involved in the grievance.

This can help avoid any negative effects on the business, for example:

- bad feeling
- gossip
- bullying
- low work morale

Keeping a record

No matter what the outcome, it's a good idea for employers to keep a written record of all grievance cases to help with any questions or similar cases in the future.

In line with data protection law, records should be:

- confidential
- only be kept for as long as necessary

You can read a [guide to data privacy from the Information Commissioner's Office \(ICO\)](#).

If the employee needs to take things further

If the employee feels they've tried everything and their problem is still not resolved, they could in some cases [make a claim to an employment tribunal](#)

Related content

[Download the Acas Code of Practice and guide for disciplinary and grievance pro...](#)