	The Grievance Committee	Members	1. Administrative/Academic Director 2. Quality Assurance Officer 3. Unit Head Concerned	• It is the responsibility of the committee to lay down a formal process for settling complaints and see to it that employees are given opportunity to be heard. • It will only act on the complaint filed by the aggrieved employees after they have exhausted all means and procedures available, through open dialogue with the parties concerned. • It is understood, however, that the grievance machinery, herein established, shall be availed of only on matters that concern the welfare of the employees and affect their working relationship with the school administration.

Section: Grievances and Complaints, and The School Council and the Committees, Committee Structure – Item 19 (The Grievance Committee), HCCCI Policy Manual, pg. 43



		Members	1. Administrative / Academic Director 2. Quality Assurance Officer 3. Human Resource Officer	• It is the responsibility of the committee to lay down a formal process for settling complaints and see to it that employees are given opportunity to be heard. • It will only act on the complaint filed by the aggrieved employees after they have exhausted all means and procedures available, through open dialogue with the parties concerned. • It is understood, however, that the grievance machinery, hereto established, shall be availed of only on matters that concern the welfare of the employees and
		Chairman	Administrative Director	• It is to study, review and make recommendations to the School President on matters of employees' discipline and enhancement of employees' professionalism. • It hears formal complaints on matters of employee's discipline. • It studies, reviews, deliberates and determines the merits of the complaints • It recommends disciplinary actions/sanctions to the School President.
20	The Ethics Committee	Members	1. Academic Director 2. Quality Assurance Officer 3. Human Resource Officer	

The School Council and the Committees, Item 20 (Ethics Committee), HCCCI Policy Manual, pg. 43