



The Old Lodge, 50 Queensbridge Road, Birmingham, B13 8QY  
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## **Disciplinary and Grievance Policy & Procedures**

Women & Theatre complies with all legislation with regard to grievance and disciplinary procedures including the Employment Act 2002.

### **General Statement of Policy**

- The Grievance Policy adopted by Women & Theatre aims to deal with any problems that an employee may have with the management of a project or with their treatment by their manager or another worker.
- Any disciplinary problems that Women & Theatre may have with an employee will be dealt with according to the attached Disciplinary Procedure. A copy of this document is attached to all employee contracts and provided to volunteers.
- Copies of All policies & procedures are available on the W&T Website.

### **Who is Responsible for the Implementation of Discipline and Grievance Policies**

- The Board of Directors take ultimate responsibility for the setting, review and monitoring of Disciplinary and Grievance Policy and procedures.
- The General Manager is responsible for drafting and revising the Disciplinary and Grievance Policy, and for recommending it to the Board of Directors every two years.
- The General Manager is responsible for its implementation in Company activity and for the induction of workers in the policy.
- Employees/ freelance workers/ volunteers are responsible for voicing any queries or concerns about discipline and grievance, whether directly experienced or witnessed to their line manager or W&T's General Manager or Artistic Director.
- The Board of Directors is made aware of any major discipline or grievance incidents (in an emergency meeting if necessary) and a full report written, documented and subsequent action decided according to the policy.

All employees, freelance workers and volunteers are advised to familiarise themselves with the provisions of the procedures.

### **Women & Theatre Grievance Procedure**

If during the course of their engagement, an employee, freelance worker or volunteer wants to make a formal complaint about any grievances relating to their work, they may seek redress in the following manner:

**Step One** The individual must set out the grievance in writing and send the statement or a copy of it to a senior manager (General Manager or Artistic Director), and the matter will be discussed in a meeting between the senior manager and the employee within 14 days of the grievance being submitted.

**Step Two** The manager must set out their response in writing and send the statement or a copy of it to the individual within 7 days of the meeting in Step One. If the

grievance is not thereby resolved, or if the employee considers that they may not have been fairly treated, he/she may contact W&T's Chair of the Board and arrange a meeting within three weeks of the initial meeting in Step One.

**Step Three** If the grievance is not resolved, or if the employee still considers that they have not been fairly treated, they may appeal to a specially called meeting of the whole Board of Directors within one month of the meeting in Step Two.

**At meetings, the employee is entitled to be accompanied by a Trade Union representative or a Colleague of their choice.**

### Women & Theatre Disciplinary Procedure

#### **Definition of Terms**

The following are non-exhaustive examples of the sort of offences which may lead to disciplinary action being taken.

#### **Minor Offences**

Poor job performance, involving sub-standard work, poor time keeping and/ or absenteeism.

#### **Serious Offences**

Negligence, resulting in minor loss, damage or injury; harassment/ causing offence on at least 2 occasions; failure to comply with specific instructions; irresponsibility in relation to the Company's workers; activities in relation to the employee's tasks for the Company, in or out of working hours which the firm reasonably considers to be detrimental to the Company's interests; any breach of confidence relating to the Company or its clients' affairs.

#### **Gross Misconduct**

Negligence resulting in serious loss, damage, or injury; deliberate or persistent bullying, assault or attempted assault; theft or malicious damage to property; willful disregard of the duties or instructions relating to the employment/ engagement; serious breach of confidence relating to Company or client affairs; falsifying records; conduct violating common decency or conviction on a criminal charge relevant to the employee's employment.

### Procedure

This procedure provides for warnings to be given for failure to meet Company standards of job performance, conduct (whether during working hours or not) attendance of for breach of any term of condition of employment or engagement.

**At all stages the employee will be given the chance to state their case, and at the interview may be accompanied by a trade union representative or colleague of their choice.**

**Step 1** Initially a senior manager will establish the facts surrounding the complaint, if necessary, taking into account the statement of any available witness. The details of the complaint will then be put into writing and sent to the employee within 14 days of a complaint being made.

**Step 2** The manager will invite the employee to a meeting to discuss the issue within 14 days of the statement being sent in Step One. If the manager considers that it is not necessary to resort to the formal warning procedure, that person will discuss the matter with the worker suggesting areas for improvement. The discussion will, in so far as possible, be in private and the employee will be informed that no disciplinary action will be taken.

**Step 3** If the manager considers that it is necessary to invoke the formal warning procedure, they will inform the employee within 7 days of the meeting in Step Two.

## **Formal Disciplinary Procedure**

The following procedure will then apply, but depending on the seriousness of the offence, may be instigated at any level, including instant dismissal.

### **Stage One – minor offences**

The employee will be given a formal written warning, detailing the alleged conduct and any other cause for disciplinary action. The employee will be advised that the warning constitutes the first formal stage of the disciplinary procedure and that a note will be placed on his/her file. The nature of the offence and the likely consequences of further offences of a failure to improve will be explained to him/her.

### **Stage Two – serious offences/repetition of earlier minor offences**

The employee will be given a formal written warning, setting out the precise nature of the offence, the likely consequences of further offences and specifying, if appropriate, the improvement required and over what period. The worker will be advised that the warning constitutes the second formal stage of the disciplinary procedure due to the serious nature of the offence or due to it being a repetition of an earlier minor offence and that a note will be placed on his/her file.

### **Stage Three – further repetition of earlier offences; offences serious enough for only a final warning**

The employee will be given a final written warning, as above, stating that any recurrence will lead to dismissal (or other penalty as appropriate).

### **Stage Four – all previous stages exhausted/gross misconduct**

The employee will normally be dismissed, but only after consideration of other possible disciplinary action including loss of seniority, salary increment, suspension without pay.

If the employee is dissatisfied at any stage of the above procedure, they may appeal in writing within two weeks, to the Chair of the Board of Directors.

### **Women & Theatre Chair, Artistic Director & General Manager can be contacted care of:**

Women & Theatre, The Old Lodge, Uffculme  
50 Queensbridge Road, Birmingham, B13 8QY

0121 449 7117

info@womenandtheatre.co.uk

**Up-to-date, direct contact details for Board Members will be made available on request.**

**This policy was approved by W&T's Board of Directors on Wednesday 14 September 2022**