

# Third Angel Grievance Policy

*Third Angel is a theatre company based in Sheffield that devises theatre and other performance based projects for audiences in the UK and all around the world.*

*This policy is intended to help resolve any grievances employees may have and maintain standards and to ensure fairness and consistency when dealing with allegations of misconduct.*

*Third Angel is committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect.*

*This policy applies to all staff and the board of trustees, volunteers, students or anyone working on behalf of Third Angel.*

*This policy does not form part of any employee's contract of employment and we may amend it at any time.*

## 1. If you have a grievance

- 1.1. Inform your Line Manager or responsible Director concerning the nature of the grievance. If it is not possible to resolve a grievance informally employees should raise the matter formally and without unreasonable delay with a manager who is not the subject of the grievance. This should be done in writing and should set out the nature of the grievance.
- 1.2. We will arrange for a formal meeting to be held without unreasonable delay after a grievance is received.
- 1.3. You should let us know as early as possible if there are any relevant witnesses you would like to attend the meeting or any documents or other evidence you wish to be considered.
- 1.4. All parties should make every effort to attend the meeting. Employees should be allowed to explain their grievance and how they think it should be resolved. The meeting will be adjourned should further investigation be required.
- 1.5. We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis.

## 2. The right to a Companion

- 2.1. You have a statutory right to be accompanied by a companion where the grievance meeting could result in:
  - A formal warning being issued; or
  - The taking of some other disciplinary action

- 2.2. The chosen companion may be a fellow worker, a trade union representative or an official employed by a trade union (a trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker).
- 2.3. If your chosen companion is a colleague, they will be allowed reasonable paid time off to attend.
- 2.4. The request to be accompanied must be reasonable. What is reasonable will depend on the circumstances of each individual case. However, it would not normally be reasonable:
  - To bring a companion whose presence would prejudice the meeting.
  - To ask to be accompanied by a companion from a remote geographical location if someone suitable and willing is available.
- 2.5. Your companion should be allowed to put and sum up your case, respond on behalf of the you to any views expressed at the meeting and confer with you during the meeting. The companion does not, however, have the right to answer questions on your behalf, address the hearing if you do not wish it or prevent Third Angel from explaining their case.
- 2.6. If your chosen companion is not available at the time proposed for the meeting by us, we will postpone the meeting to a time proposed by you provided the alternative time is both reasonable and not more than five working days after the date originally proposed.
- 2.7. Following our meeting or once the investigation is complete we will inform you of our decision. This will be writing, without unreasonable delay and, where appropriate, will set out what action we intend to take to resolve the grievance.

### **3. Appeals**

- 3.1. If you feel your grievance has not been satisfactorily resolved you may appeal. This should in writing within one week of being told of the decision.
- 3.2. Someone other than the person who held the original meeting will, where possible, hold the appeal meeting.
- 3.3. You may bring a colleague or trade union representative with you to the appeal meeting.
- 3.4. We will inform you in writing of our final decision as soon as possible, usually within one week of the appeal meeting.

### **4. Overlapping grievance and disciplinary cases**

- 4.1. Where an employee raises a grievance during a disciplinary process, the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

Signed: 

Name: Rachael Walton  
Position: Co-Artistic Director