



STANDING OF THE SHOULDERS OF GIANTS THEATRE COMPANY DISCIPLINARY POLICY AND PROCEDURE

<i>Date Ratified:</i>	<i>12 July 2017</i>
<i>Frequency of Review</i>	<i>Every two years</i>
<i>Next Review Date:</i>	<i>July 2019</i>

Standing on the Shoulders of Giants Theatre Company Ltd rules cover:

- Gross misconduct
- Timekeeping
- Absence
- Holidays
- Standards of work
- Use of company facilities
- Smoking
- Personal appearance

Purpose of the procedure

Standing on the Shoulders of Giants Theatre Company Ltd's aim is to encourage improvement in individual conduct. This procedure sets out the action which will be taken when disciplinary rules are breached.

Principles

- The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the action has been fully investigated.
- The employee will be informed at the start of the contract who has the authority to take disciplinary action against her/ him.
- At every stage the employee will be advised of the nature of the complaint.
- The employee will be given the opportunity to state their case and be represented or accompanied by a fellow employee of their choice.
- The employee will not be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.
- The employee has a right to appeal against any disciplinary action taken against them.
- The procedure may be implemented at any stage if their alleged misconduct warrants such action.

Informal discussions

Before taking formal disciplinary action, every effort will be made to resolve the matter by informal discussions. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

Formal verbal warning

If, despite informal discussions the employee's conduct or performance does not meet acceptable standards, a formal verbal warning will be given, when the employee will be told:

- the reason for the warning.

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- that this warning is the first stage of the disciplinary procedure.
- that there is a right of appeal.

A brief note of the warning will be kept, but it will lapse after six months subject to satisfactory conduct and/ or performance.

Written Warning

If there is no improvement in standards within a given time frame, or if a further offence occurs, a written warning will be given. This will state the reason for the warning and a note that, if there is no improvement after one month, a final written warning will be given. A copy of this written warning will be kept on file but the warning will lapse after twelve months subject to satisfactory conduct and/ or performance.

Final Written Warning

If the employee's performance remains unsatisfactory within a given time frame, or if the misconduct is sufficiently serious to warrant only one written warning, then a final written warning will be given making it clear that any recurrence of the offence or other serious misconduct within a period of one month will result in dismissal. A copy of the warning will be kept on file, but the warning will lapse after twelve months subject to satisfactory conduct and/ or performance.

Dismissal

If there is no satisfactory improvement or if further serious misconduct occurs, the employee will be dismissed

Gross Misconduct

An act of Gross Misconduct may result in summary dismissal. The following is a list that includes but is not limited to what constitutes Gross Misconduct:

- Theft or malicious damage to Standing on the Shoulders of Giants Theatre Company Ltd property or affiliates of.
- Incapacity for work due to being under the influence of alcohol or non-prescribed drugs
- Physical assault and fighting.
- Sexual harassment.
- Serious breach of safe working practices.
- Abusive behaviour including sexist, racist and other oppressive behaviour.
- Gross insubordination.

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time the employee will be paid at the normal rate. Such suspension is not regarded as a form of disciplinary action and will be for as short a period as possible. Any decision to dismiss will be taken only after a full investigation. If an act of gross misconduct has been committed, the employee will be dismissed without payment or notice in lieu.



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Appeals

If the employee wishes to appeal against any disciplinary decision then an appeal should be made to the Chair of the Board in writing within five working days of the decision being communicated to the employee.