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Disciplinary and Grievance Procedures

GRIEVANCE PROCEDURE

Grievance procedure should involve the following pattern:

- Raise the issue with the immediate manager in the first instance.
- If not resolved, matters are then progressed through a number of steps involving more senior management.
- Referral to a third party, either internal or external, in accordance with any locally agreed arrangements.

DISCIPLINARY PROCEDURE

Disciplinary action taken by the Company will in most instances (other than immediate termination due to gross negligence or criminal actions) include the following:

- An oral warning
- A written warning
- A final written warning
- Suspension without pay
- Transfer to another task, or section of the enterprise
- Demotion
- Some other appropriate disciplinary action short of dismissal
- Dismissal

The policy will be reviewed by the Board annually.