



GRIEVANCE PROCEDURE

It is An Grianán Theatre's intention to settle amicably, at all times, any disagreements between it and individual employees or groups of employees, or between employees themselves. All grievances will be dealt without undue delay and at the earliest possible stage of this procedure. A senior member of management will ensure that all grievances will be dealt with consistently and fairly having regard to:

- Company Policy
- Custom and Practice within the company
- Labour Court and Third Party precedents

1. You should first raise the matter with your Supervisor or line Manager who will make every effort to solve the problem as quickly as possible. The matter will be discussed informally by the employee or employees concerned, with their immediate supervisor and agree any corrective actions.

2. If you feel the problem has not been solved within a reasonable time or if you feel the solution is unsatisfactory, the matter will be referred to the director of the theatre or the Chairman of the Board. A meeting will take place within seven working days.

3. Should the matter remain unresolved, it will be referred to the Labour Relations Commission or for a hearing by a rights commissioner. If still unresolved, it will be referred to the Labour court for investigation, or to the Employment Appeals Tribunal, under the relevant acts. During the period in which the above procedure is being followed, no form of industrial action designed to bring pressure to bear on either party will take place, until all avenues as prescribed

have been followed by both parties and at least 14 days have elapsed following the issuing of a Labour Court Recommendation or a determination of the Employment appeals tribunal.

In the event of any issues arising which cannot immediately be disposed of and which are being processed in accordance with the above disputes procedure, normal working – under protest if necessary – will continue, pending a settlement.

This policy fulfils the requirements of Employment Legislation and embraces the principles of best practice in relation to grievance procedures in both the Republic of Ireland and the United Kingdom.

Adopted as agreed on behalf of An Grianán Theatre's Trustees:

Sean Mc Cormack
Chairman

Date
16 January 2012