
Grievance Procedure

Policies & Procedures

bbodance 2023-24

Policy

This policy and procedure is open to any employee/teacher/examiner/student/contractor who has a grievance in relation to their employment or engagement with bbodance and is designed to enable you to resolve your grievance as quickly and fairly as possible. If a grievance cannot be resolved informally, you should raise it formally with a senior Manager. The Company wants you to use this procedure when necessary so that we can deal with such matters appropriately. If you raise a grievance the matter will be dealt with promptly, fairly and in confidence.

Purpose and scope

Grievances may relate to, amongst other things, terms and conditions of employment, health and safety, work relations, new working practices, organisational changes, equal opportunities, discrimination, bullying or harassment.

Principles

A written record of the grievance interview and any appeal should be agreed between, and signed by, the interviewer and you and will be recorded as appropriate. Information and proceedings relating to a grievance will remain confidential as far as is possible. All stages of the procedure shall be dealt with without undue delay. If you set out the grievance in writing and send a copy to the Company, the formal grievance procedure (stage two) will be automatically invoked.

Procedure

At all stages of the procedure, during any associated meetings as outlined below, you have the right to be accompanied by a trade union official/colleague/friend during the grievance meeting and any appeal meeting.

Stage one - informal

Your first step is to raise any grievance with your line manager/main point of contact, who, in most cases, will be best placed to respond to the complaint. If this informal approach fails to resolve the issue, or the complaint is sufficiently serious, you should raise it as a formal grievance (stage two). Where the grievance is against your immediate line manager/main point of contact you may approach another senior Manager or raise the issue with the CEO (Operations).

Stage two - formal

If the matter cannot be satisfactorily resolved, or is sufficiently serious, you should raise the matter formally by setting out the grievance in writing and sending a copy to the CEO (Operations). Once they have received a written copy of the grievance, you will be invited to attend a meeting with them to discuss the grievance. After the meeting they will take time to consider the grievance.

They will then inform you of their decision and any proposed action to be taken in respect of the grievance. You will also be informed of the right to appeal this decision.

Stage three - appeal

If you wish to appeal a grievance decision, you should inform the CEO (Artistic) in writing within five working days with grounds for your appeal. You will then be invited to attend an appeal hearing. The CEO (Artistic) or Chairman (where appropriate) will hear all appeals and the appeal decision is final. After the appeal, when the grounds for your appeal have been considered, you will be informed of the appeal decision.

Alternative Chairperson

There may be occasions where following receipt of a grievance or a grievance appeal the Company deems it necessary for an alternative person of appropriate seniority to conduct the meeting and/or make the decision regarding the grievance or appeal. This could for example (although not exclusively) be because the relevant manager has already been involved in the process. The alternative person may be an independent third party.