



**IRISH THEATRE INSTITUTE**

creating opportunities abroad **strengthening resources at home**

# **IRISH THEATRE INSTITUTE**

## **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.