

Grievance & Disciplinary policy

Dispute resolution procedures

Members who have a grievance arising out of their involvement with the Circus shall have the right for the grievance to be heard.

In the first instance, the member should inform the Training & Membership Manager and she will attempt to resolve the grievance. If the member still feels aggrieved, she should inform the Executive Director who will consult with the parties. If the grievance remains unresolved, the matter should be referred to the Board.

If, after all reasonable steps have been taken in an endeavour to resolve the grievance, the grievance remains unresolved; either party has the right to refer the matter to an appropriate external body for conciliation.

The grievance should be dealt with as quickly as possible. Until the grievance is resolved, the member's involvement with the Circus should continue as before the grievance was reported, however the Board may still decide to suspend a member's membership or rights to participate, where a complaint has been made against them and where the Board considers it to be necessary or appropriate in order to protect other members of the Women's Circus, or where it is in the best interests of the Women's Circus as a whole.

Disciplinary procedures

Where Women's Circus considers that disciplinary action is necessary, the appropriate management representative will notify the member of the reason(s) and inform the member that disciplinary action has been commenced in accordance with this disciplinary procedure.

After the member has been advised of the commencement of disciplinary action, a meeting session will be arranged to discuss the matter. At this initial meeting, the member will meet with a staff representative to discuss the matter. The member will be given the opportunity to provide any information that they believe is relevant to the matter.

Following the meeting, the Circus may decide not to take any further action in relation to the matter. Alternately, the Circus may decide to proceed with the disciplinary action. Most disciplinary matters will be dealt with in accordance with the following procedure, depending on the nature and seriousness of the matter.

1. First warning

The first warning will be verbal and will be documented by staff. The member will be given the opportunity to sign the document and be given a copy of it. If the member declines to sign the document, it will be endorsed to that effect by management.

The "warning" will include a clear statement of the Circus' specific concerns, the Circus' expectations regarding resolutions of these matters and the timeframe in which these are to be achieved.

2. Second warning

If the problem continues, a further meeting will be held with the member and a second warning in writing will be given to her and recorded by staff. The member will be given the opportunity to sign the warning document and be given a copy of it. If the member declines to sign the document, it will be endorsed to that effect by management.

3. Third and final warning

If the problem continues, management will again discuss it with the member. If a final warning is given, it will be issued in writing and a copy placed on file. The member will be given the opportunity to sign the document and be given a copy of it. If the member declines to sign the document, it will be endorsed to that effect by management.

If the problem continues, the membership may be terminated without any further warning. No terminations are to take place without notifying the Board.

If the conduct complained of is sufficiently serious, the Circus may make a decision that it will skip one or more stages of the above procedure. For example, it may determine that a member's actions warrant the issuing of a final warning immediately.

If a dispute should arise over the disciplinary action, the member may refer the matter through the dispute resolution procedures above.