



GORILLA CIRCUS COMPANY POLICIES

Welcome to Gorilla Circus. We were founded in 2009 and built on the ethos that circus is a community of people coming together to achieve something extraordinary. Gorilla Circus has always been a space for those who have a passion for their art. We expect the people who work with us to love what they do, be respectful of others, and help create a working environment where people feel safe to achieve their artistic goals to the highest possible standard. When there is bullying, harassment, persistent lateness or shirking responsibility, that creates a negative environment for everyone, and the work suffers. Please read our company policies set out below. These will help to clarify what Gorilla Circus expects of the people it works with, and what you can do if you have an issue that you need to raise.

*For the last 15 years Gorilla Circus has been a space for those who love and have passion for their art.
With your help we can keep it that way.*

Links to our anonymous reporting forms:

[Bullying/Harassment](#)

[Sexual Harassment](#)

[Health & Safety Concerns](#)

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Anti Racism Policy

Gorilla Circus aims to further diversity, equality, and inclusion within our staff, freelancers, audiences, artists and the communities we engage with. We are committed to fostering an environment that is free from discrimination, racism, and prejudice of any kind.

We are committed to working with colleagues across the cultural sector to eradicate systemic racism, and ensure we are part of an equitable and inclusive industry. We understand the danger of indifference and how this has perpetuated racism within organisations. We will continue to work with Arts Council England applying the Creative Case for Diversity, and a more inclusive, relevant sector.

1. Scope

This policy applies to all employees, freelancers, volunteers, and Advisory Group members, and anyone who has a business relationship with Gorilla Circus.

2. Definition of Racism

Racism includes any action, behaviour, or language, whether intentional or unintentional, that discriminates, stereotypes, slanders, or demeans an individual or a group based on their race, colour, ethnicity, or national origin. Racism can be demonstrated through jokes, insults, negative stereotypes, or acts of exclusion, marginalisation, or harassment.

3. Policy Statement

Zero Tolerance: Gorilla Circus maintains a strict zero-tolerance policy towards racism. Any form of racist behaviour is unacceptable and will be met with appropriate disciplinary action.

Responsibility: All employees are responsible for understanding and upholding this policy.

Reporting and Addressing Complaints: Employees who experience or witness racist behaviour are encouraged to report it immediately as per the Grievance and Disciplinary



Procedures. We will conduct thorough investigations and take appropriate action to prevent recurrence.

Consequences: Actions following a confirmed breach of this policy may include warning, mandatory training, suspension, or even termination of employment, depending on the severity of the incident.

Education and Training: Gorilla Circus will provide education and training on anti-racism, diversity, and inclusion to key staff.

Representation and Diversity: We will make every effort to actively recruit staff, freelancers, volunteers, and advisory group members from diverse racial and ethnic backgrounds to better reflect the communities we serve.

We will collaborate with community and other local charitable organisations, and advocacy groups, to create inclusive and empowering spaces for survivors of all backgrounds.

Review and Continuous Improvement: We are committed to ongoing improvement of our practices to ensure that they are inclusive, equitable, and anti-racist. We will regularly review and update our policies, procedures, and training programs to align with best practices and the evolving needs of our diverse communities to ensure their effectiveness and relevance to Gorilla Circus' commitment to a racism-free workplace and creator of art.

Bullying and Harassment Policy

Gorilla Circus is committed to creating an environment free from harassment, sexual harassment, and bullying. This includes employees, contractors, freelance artists and crew, and others who come into contact with us in the course of our work in Production or at the Flying Trapeze School

1. Scope

We expect everyone who works with us to treat all people with dignity and respect. This is without regard to gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.

This policy aims to support this commitment in practice and to provide guidance for how to deal with concerns or instances of bullying, harassment, or sexual harassment.



2. Policy Statement

Gorilla Circus does not tolerate bullying or harassment in any of our workplaces, on tour, or at work-related events outside of the workplace. This is regardless of whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not. Sexual harassment is dealt with separately in the following section.

The Company will also not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. For more guidance on this, see the [Disciplinary Procedures](#).

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee/freelancer/volunteer has harassed or bullied another employee/freelancer/volunteer, then the employee may be subject to disciplinary action, up to and including dismissal.

Please also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result. False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

3. Definition

Bullying or harassment is something that has happened that is unwelcome, unwarranted, and has a detrimental physical or emotional effect on the victim. Conduct that seems harmless to one person may not be seen as harmless to someone else. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

If employees or freelancers complain they are being bullied or harassed, they have a grievance which must be dealt with regardless of whether or not their complaint accords with a standard definition. For further information, please refer to ACAS' guidance.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

4. Reporting a Concern

Report a concern as a witness - If you witness something you think might be bullying or harassment, you should report the incident in confidence to the General Manager (production) the Operations Manager (flying trapeze school) or by using [this anonymous form](#). Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

Report a concern as someone being bullied or harassed - If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the General Manager or Operations Director in the first instance or, if you are uncomfortable having a conversation, you can [fill in this reporting form](#), which can remain anonymous. We will then decide how best to deal with the situation.

Possible resolutions and outcomes - If you are being bullied or harassed by an employee or freelancer, there are two possible resolutions, informal or formal. These follow the [grievance and disciplinary procedures](#) set out in the last section of the Company Policies.

Informal resolution - If you are being bullied or harassed by someone who works with Gorilla Circus, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Company's policy and must stop. Alternatively, you may wish to ask the General Manager or Operations Manager to speak to the perpetrator(s) on your behalf or to be with you when you confront them. The alleged perpetrator(s) will be told that

- there has been a complaint that their behaviour is having an adverse effect on a fellow employee/freelancer
- such behaviour is contrary to the Company's policy
- the continuation of such behaviour could amount to a serious disciplinary offence.

If the General Manager or the Operations Manager are the perpetrator(s), then you can speak to the Director about your concerns. It may be possible for the Director to have this conversation with the alleged perpetrator(s) without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. This will be discussed with you if it is appropriate.



If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of sexual or racial harassment or in cases where a problem has happened before) we may decide to investigate further and take more formal action. We will consult with you before taking this step.

Raising a formal complaint- If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s).

We will first investigate the complaint. You will need to co-operate with the investigation and provide the following details (if not already provided).

- The name of the alleged perpetrator(s)
- The nature of the harassment/bullying
- The dates and times of the instances
- The names of any witnesses
- Any attempts to resolve the matter informally

The alleged perpetrator(s) would need to be told your name and the details of your complaint in order for the issue to be investigated properly. However, Gorilla Circus will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

After the investigation, we will meet with you to consider the complaint and the findings of the investigation. At the meeting, you may be accompanied by a fellow worker or a trade union official.

After the meeting (and normally within five working days), we will write to you to inform you of our decision and to notify you of your right to appeal to a more senior manager if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with our decision.

You should submit your appeal within five working days of receiving written confirmation of our decision. If you submit an appeal, you will be invited to attend a meeting to consider it. Once again you may be accompanied by a fellow worker or a trade union official. We will write to you afterwards to confirm our final decision.

Disclosure and confidentiality - We will treat personal data collected during this process in accordance with the data protection policy.



Use of the disciplinary procedure - Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

Sexual Harassment

In an environment like circus, where people are in close physical contact, with power dynamics such as director/artist or student/teacher, and where people may be working away from home for extended periods of time and developing close relationships with other freelancers, employees, and artists, it is important to establish boundaries and create an environment where everyone feels safe, respected, and comfortable with the parameters of their professional relationships.

1. Scope

This policy aims to set out what Gorilla Circus holds to be acceptable standards of behaviour and what steps employees and freelancers can take when they feel that someone has crossed the line.

Sexual harassment can be experienced by anyone no matter their age, ethnicity, position of power, physical appearance or sexual orientation, and it can be experienced by people of all genders.

2. Definition: what is sexual harassment?

Sexual Harassment is defined as unwanted conduct (verbal, non-verbal or physical) of a sexual nature that has the intent and/or effect of violating a person's dignity.

Sexual Harassment creates an intimidating, hostile, degrading, humiliating or offensive environment for people experiencing harassment and those that witness the harassment.

- It can happen online as well as in person
- It can be a one-off incident or a pattern of behaviour
- You can be impacted by something that is not directly aimed at you
- It can still be harassment even if the behaviour was not intended to offend

Because of the nature of our business, performers, staff, teachers, and any employees, freelancers, or artists and staff from other venues work and mix together before, after or

during work, and travel and live together for extended periods of time. Therefore, sexual harassment can happen in Gorilla Circus schools, rehearsal spaces, venues, accommodation, in vehicles or on public transport when travelling between sites, or in bars and restaurants after or between shows. Behaviour that is unacceptable in a rehearsal room or office is still unacceptable on a train or in a pub. Some behaviours are easily recognisable as sexual harassment, such as:

- Sexual comments, 'jokes' and innuendos
- Suggestive looks, staring or leering
- Making comments about someone's appearance
- Sexual gestures
- Unwelcome touching, hugging, massaging or kissing
- Touching without consent during circus performance, training or rehearsal
- Using excuses to touch someone (moving past someone and putting a hand on their lower back)
- Fetishising and/or exoticising a person's race, cultural heritage, gender identity or disability
- Making promises in return for sexual 'favours'
- Sending unsolicited pictures of a sexual nature
- Downloading and viewing and /or sending pornographic materials to others
- Sending sexually explicit texts, DMs, emails to or about someone
- Sexual assault

Some behaviours are less recognisable as SH, but are still considered SH:

- Following a colleague outside work
- Sexual posts or contact on social media
- Photographing or filming others without consent.
- Spreading false rumours about someone's sex/love life.
- Asking intrusive questions about someone's sex/love life or graphically discussing their own
- Asking 'curious' questions about the sex/love lives of disabled people or people from the LGBTQIA community
- Commenting or spreading rumours about a person's sexual orientation
- Asking personal questions about a trans and/or gender non-conforming person's genitalia

Neither of the above lists are exhaustive.

3. Policy Statement

Gorilla Circus does not tolerate sexual harassment in any of our workplaces, on tour, or at work-related events outside of the workplace. This is regardless of whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not. The Company will also not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of sexual harassment. Retaliation or victimisation will constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. For more guidance on this, see the [Disciplinary Procedures](#).

Allegations of sexual harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee/freelancer/volunteer has sexually harassed another employee/freelancer/volunteer, then the employee may be subject to disciplinary action, up to and including dismissal.

Please also be aware that if a court or tribunal finds that you have sexually harassed or assaulted someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

Those who make allegations of sexual harassment in good faith will not be treated less favourably as a result. False accusations of sexual harassment can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

4. Preventing sexual harassment

There are several things you may be able to do to make sexual harassment less likely to occur at Gorilla Circus, or to help stop it when it does.

a) Lead by example

- Respect your colleagues and their boundaries
- Discuss boundaries before undertaking work involving physical contact
- Ask others for consent before touching them or trying something that might make someone uncomfortable
- Do not assume that what feels comfortable for one person will feel comfortable for another
- Consider the different lived experiences amongst colleagues before asking any questions or making requests of them. Think about how these might be received and whether they are reasonable or necessary

- Be prepared to reflect and take ownership where mistakes are made

b) Speak up

- If you hear or see inappropriate comments or behaviour, please speak up. Gorilla Circus is committed to creating a safe space for everyone, and we can not deal with problems that we do not know about.
- You can either report incidents of Sexual Harassment to the General Manager or Operations Manager, or use the Company's [anonymous reporting form](#).
- It helps Gorilla Circus if you have an accurate picture of what you observe - Dates, times and witnesses to incidents, the behaviours you observed, impact you have noticed or know about, and any interventions made. Has the person being harassed informed the perpetrator that their behaviour is making them uncomfortable, and yet the behaviour persists?

c) Support your fellow staff and freelancers who are experiencing harassment

- Check in with them regularly and ask them what they need
- Ask if you can do anything to support them
- If you share a workplace, try not to leave someone on their own with a harasser
- Signpost them to advice, information and support (see the section in this document)
- Research and share options with them
- Help the person experiencing harassment to make a formal or informal complaint
- Offer to be a witness

5. If you have experienced sexual harassment at Gorilla Circus

a) Report the incident. Gorilla Circus is committed to creating a safe space for everyone, and we can not act if we do not have the information.

- You can do this formally or informally to either the General Manager, Operations Manager, or via the [anonymous reporting form](#)
- Informal reporting means having an informal and confidential chat about your experience with the General Manager or Operations Manager
- A formal complaint will require names, dates, and any information that can help Gorilla Circus to investigate the complaint. In this instance your name can not be kept confidential from the alleged perpetrator(s), but we will carry out the investigations quickly and with sensitivity, keeping as much information confidential as is possible.

- If you do not feel comfortable with any of these options, perhaps first speak to someone else in the company you trust, and ask them to report on your behalf, or accompany you to an informal meeting
- If you want to raise a complaint against the General Manager or Operations Manager, you can do this with the Director
- The procedure after an incident is reported, follows the grievance and disciplinary section of the Company Policies (section number and link)

b) Taking action yourself to challenge the behaviour

- If you feel able, and it's safe to do so, you could ask the harasser to stop or change their behaviour
- This would normally be best actioned with assistance from a witness or ally
- Be specific about what behaviour is upsetting you
- Be clear that you want the behaviour to stop

c) External support options

- There are organisations with helplines for emotional support such as national or local Rape Crisis Centres or Breathing Space
- ACAS and Equity both have further guidance and information on workers rights and how to deal with sexual harassment in the workplace
- It could be, because of the nature of the incident(s) that you need to contact the police. Gorilla Circus will not put pressure on you to do so and will respect and support any decision you make.
- There may be a rare occasion when Gorilla Circus feels they need to report what has happened despite your wishes. For example, if there was an ongoing risk to your safety, the safety of others, or if you are legally defined as a vulnerable adult. We will inform you before doing so.

6. Outcomes

The outcomes of reporting sexual assault follow the [grievance and disciplinary procedures](#) in the last section of the Company Policy Document.

a) If you were the person who reported the harassment

- If you do not get the outcome you want you have the right to an appeal
- You always have the right to have another person with you for support
- If, after the appeal, you still do not have the outcome you want, you can appeal to the Gorilla Circus Advisory Group or an Employment Tribunal



b) If you were the person who the claim was made against

- You also have the right to an appeal
- You also have the right to have another person with you for support
- If, after the appeal, you still do not have the outcome you want, you can appeal to the Gorilla Circus Advisory Group or an Employment Tribunal
- In certain cases, the findings of the investigation may identify the perpetrator(s) actions as Gross Misconduct, and lead to termination of employee or freelance contracts

Health and Safety Policy

1. Purpose

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement.

At Gorilla Circus we take Health and Safety very seriously, not only to ensure the wellbeing of our Company Members in rehearsals and performances, and on tour but also those working on our sites in Fenland, London and touring around the country.

Below are a list of procedures that all members of Gorilla Circus are expected to adhere to:

- All staff members, when first joining the company to be given training in the proper use of all equipment
- No staff member will be requested to work outside of their skill set
- Proper manual handling of any large or heavy items and appropriate use of access equipment when working at height is to be adhered to. All potential to undertake manual handling is discussed in advance to ensure an appropriate approach is taken
- All staff will be given training in the fire evacuation procedure, including identification of nearest fire alarm points, location of fire extinguishers, and refuse points.
- All staff must take responsibility for any visitors during their stay and ensure their safety in the event of an evacuation.

2. Scope

This policy applies to Gorilla Circus's staff and to all stakeholders who take part in Gorilla Circus's activities (suppliers, trainees, contractors, members etc.).

3. Responsibilities

Although the Director, Producer, and Operations Manager have overall responsibility for the implementation of this policy, day to day responsibility for particular issues has been delegated to the General Manager.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- The General Manager will oversee safety, risk assessment, consulting employees, accidents, first aids and work-related ill health.
- The General Manager - monitoring, accident and ill-health investigation, emergency procedures, maintaining equipment, information and training.

All employees/staff/stakeholders should:

- co-operate on health and safety matters;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed above).

4. Arrangements for Health and Safety

The General Manager will give staff, freelancers, and stakeholders health and safety inductions as necessary and provide appropriate training in the following areas:

- Posture
- Heavy manual handling
- Working time
- Evacuation
- Electrical safety

We will complete relevant risk assessments and take action. We will review assessments when working habits or conditions change.

Gorilla Circus will make sure suitable arrangements are in place for employees who work remotely. We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

5. Accidents, Incidents and First Aid

The General Manager will:

- Ensure that adequate first aid arrangements are in place.
- Record accidents and incidents.
- Complete accident and incident investigations and identify causes and measures for prevention.
- Ensure that applicable injuries, diseases, and dangerous occurrences are reported to the Enforcing Authority.

6. Fire and Emergency Arrangements

The General Manager will ensure that:

- Adequate arrangements are in place to deal with fire safety in premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.

7. Records, statistics, and monitoring

We will regularly monitor this policy to determine whether our existing health and safety procedures and arrangements are adequate. If necessary, we will amend it and arrange for remedial actions. All issues related to Health and Safety will be recorded, analysed and presented to our Advisory Group

8. Data Protection/Confidentiality

Gorilla Circus will keep confidential all information gathered through safety records and will fulfil the requirements of the relevant legislation, including the Data Protection Act 2018

Date of last review: 03/2025

Date of next review: 03/2026

Environmental Policy

1. Scope

Gorilla Circus is committed to minimising its impact on the environment across all its activities. This policy applies to the Flying Trapeze School and Production, all staff,



freelancers, and volunteers who work with Gorilla Circus, and where possible, our venues, audiences, and students.

2. Premises

Our base in Gorefield where we hold rehearsals and creations runs off solar power. The generator used to fuel any extra electricity needs runs off HVO fuel. The port-a-loo is also environmentally friendly. All staff and freelancers who come onsite are encouraged to bring their own reusable water bottles.

The Flying Trapeze Schools in the Royal Parks run entirely off solar power. They are not connected to mains gas or electricity, and they use no water. Decking is designed with gaps for sunlight so as not to damage the ecosystem underneath. Waste is at most one small bin per day and is sorted for recycling by The Royal Parks.

3. Transport

We encourage staff, cast and freelancers to take public transport or bicycles wherever possible and/or to arrange car shares. Space for bikes are available at the FTS and the only parking spots advertised are for accessibility purposes.

4. Touring

We endeavour to book green tariff hotels and encourage bookers to do the same in instances when our accommodation is booked for us. We encourage artists to cook their own meals and prioritise vegetarian/vegan options where possible. We send our Green Rider in ample time to venues in the UK and are working towards translations for touring abroad. We are attempting to move towards HVO fuel for the fleet where possible, and try where possible to book transport companies who use HVO fuel.

5. Materials

Gorilla Circus repairs broken equipment first before throwing it away, and invests in developing skills for this where necessary. We reuse materials where possible, and when purchasing new items or equipment look for items that are biodegradable and sustainably sourced. All promotional materials and audience surveys are printed or produced on recycled materials.

6. Constantly Improving - Collecting Data and Offsetting

We measure our environmental impact and assess on a regular basis where improvements can be made including:

Tour:

- Performances/show power data
- Accommodation
- Travel
- Production aspects
- Fleet travel

Production:

- Set design, Lighting, Sound & Effects

Office:

- Energy use
- Water
- Waste
- Business travel

Flying Trapeze School:

- Staff Travel
- Waste
- Materials

At the end of the production and school season we will review the data to ascertain our environmental impact, and choose an appropriate offsetting organisation to partner with.

Grievance and Disciplinary Procedures

Gorilla Circus wants everyone who works with us to have a happy and enjoyable experience. Sadly, this is not always the case, and reporting a grievance or holding someone falling short of the mark to account can be a tricky and stressful time. We have drawn up these Disciplinary and Grievance procedures in line with the ACAS code of practice to smooth what can be an awkward and uncomfortable time for those on both sides. With that in mind Gorilla Circus aims to deal with all disciplinary and grievance matters by adhering to the following items and asking those working with us, including freelancers, to follow these points as well:

- Raise and deal with issues promptly and do not unreasonably delay meetings, decisions, or confirmation of those decisions.
- Act consistently



- Gorilla Circus will carry out any necessary investigations to establish the facts of the case.
- Gorilla Circus will inform staff of the basis of the problem and give them an opportunity to put their case in response before any decisions are made.
- Gorilla Circus will allow staff to be accompanied at any formal disciplinary or grievance meeting.
- Gorilla Circus will allow an employee to appeal against any formal decision made.

1. Raising a Grievance Informally

Grievances are concerns, problems, or complaints that those who work with Gorilla Circus raise with the company. This policy does not apply to redundancy dismissals or the non-renewal of fixed-term contracts.

If someone who works with us at Gorilla Circus has a grievance or a complaint, we would hope to deal with it informally in the first instance. Someone with a grievance should:

- a. Raise it informally with the person involved, or, if they do not feel comfortable doing this
- b. Raise it informally with their manager who will then have an informal discussion with the other party

2. Raising a Grievance Formally

If the informal process did not solve the issue, or if the person with a grievance feels it is too serious to raise informally, then a grievance can be raised formally. This should be done in writing, and without delay, and should be addressed to a manager who is not involved in the issue. Gorilla Circus will then:

- a. Arrange a formal meeting without unreasonable delay to discuss the grievance.
- b. The person who raised the grievance will be allowed to explain the issue and how they think it should be resolved.
- c. If the complaint concerns a duty owed by Gorilla Circus in relation to a contract or is about Gorilla Circus being in breach of legislation, then the person who raised the grievance has a right to be accompanied by a companion.
- d. The request for a companion must be made ahead of time, and the companion should be someone who is suitable and willing.
- e. The companion's name and position (e.g. trade union representative/fellow worker) should be made known to Gorilla Circus ahead of the meeting.

- f. If the companion will not be available at the time proposed for the hearing by Gorilla Circus, Gorilla Circus will postpone the hearing, provided that the alternative time is both reasonable and not more than five working days after the date originally proposed.
- g. The companion should be allowed to address the hearing to put and sum up the case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing. The companion does not, however, have the right to answer questions on the worker's behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.

3. Deciding on an Outcome

- a. Gorilla Circus may decide at this point that further investigation is warranted.
- b. Gorilla Circus may decide after the meeting on what action to take. Decisions will be communicated in writing and without unreasonable delay. Decisions will include what actions Gorilla Circus will take to resolve the grievance. The worker can appeal if they are not content with the action taken.

4. Worker Appeals

- a. If the person who raised the complaint feels their grievance has not been satisfactorily resolved they have the right to appeal. They should let Gorilla Circus know the grounds for the appeal without unreasonable delay, and in writing.
- b. The appeal will be heard without unreasonable delay and at a time and place that will be identified in advance.
- c. The appeal will be dealt with impartially by a manager who has not been previously involved in the case.
- d. The person who has raised the complaint has the right to be accompanied as above.
- e. The outcome of the appeal will be communicated in writing and without unreasonable delay.

5. Raising a Disciplinary or Poor Performance Issue

Disciplinary situations include misconduct, persistent lateness, and/or poor performance.

6. Establishing the facts of each case

- a. Gorilla Circus will carry out necessary investigations of potential disciplinary matters without unreasonable delay to establish the facts of the case. In some cases this will require the holding of an investigatory meeting with staff before proceeding to any disciplinary hearing. In others, the investigatory stage will be the collation of evidence by Gorilla Circus for use at any disciplinary hearing.
- b. If possible, different people will carry out the investigation and disciplinary hearing.
- c. An investigatory meeting by itself will not by itself result in a disciplinary action. Staff have the right to request a companion at an investigatory hearing.
- d. If suspension with pay is considered necessary this period will be as brief as possible, will be kept under review, and will not be considered a disciplinary action.

7. If it is decided that there is a case to answer

If it is decided there is a case to answer, the staff member concerned will be notified in writing. The notification will contain sufficient information about the alleged misconduct or poor performance and its possible consequences to enable staff to prepare to answer the case at a disciplinary meeting. Copies of any written evidence, which may include any witness statements, will be given with the notification.

8. Notification

The notification will also give details of the time and venue for the disciplinary meeting and advise the staff member of their right to be accompanied at the meeting.

9. Timeliness

The meeting will be held without unreasonable delay whilst allowing the staff member reasonable time to prepare their case.

10. Right to a Companion

Staff members have a right to be accompanied by a companion where the disciplinary meeting could result in:

- a. A formal warning being issued

- b. The taking of some other disciplinary action
- c. The confirmation of a warning or some other disciplinary action (appeal hearings)

The companion should be a fellow staff member, a trade union representative, or an official employed by a trade union. A trade union representative who is not an employed official must have been certified by their union as being competent to accompany a worker. Gorilla Circus must agree to the staff member's request to be accompanied by any companion from one of these categories. Staff members may also alter their choice of companion if they wish. As a matter of good practice, in making their choice staff members should bear in mind the practicalities of the arrangements. For instance, a worker may choose to be accompanied by a companion who is suitable, willing, and available on site rather than someone from a geographically remote location.

11. Meeting Attendance

Gorilla Circus, the staff member, and their companion should make every effort to attend the meeting. At the meeting Gorilla Circus will explain the complaint against the staff member and go through the evidence that has been gathered. The staff member will be allowed to set out their case and answer any allegations that have been made. The staff member will also be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They will also be given an opportunity to raise points about any information provided by witnesses. If Gorilla Circus intends to call any witnesses the staff member will be given advance notice that this is to happen.

12. Timely Requests

In order to have a companion present the staff member must make a reasonable request. What is reasonable will depend on the circumstances of each individual case. A request to be accompanied does not have to be in writing or within a certain timeframe. However, the staff member should provide enough time for Gorilla Circus to deal with the companion's attendance at the meeting. Staff should also consider how they make their request so that it is clearly understood, for instance by letting Gorilla Circus know in advance the name of the companion where possible and whether they are a fellow worker or trade union official or representative.

13. Companion Availability

If the companion is not available at the date proposed by Gorilla Circus, Gorilla Circus must postpone the hearing to a time proposed by the worker provided that the



alternative time is both reasonable and not more than five working days after the date originally proposed.

14. Companion's Right to Address the Hearing

The companion should be allowed to address the hearing to put and sum up the staff member's case, respond on behalf of the worker to any views expressed at the meeting, and confer with the staff member during the hearing. The companion does not, however, have the right to answer questions on the staff member's behalf, address the hearing if the staff member does not wish it, or prevent the employer from explaining their case.

15. Decision-Making

After the meeting, Gorilla Circus will decide whether or not disciplinary or any other action is justified and inform the staff member accordingly in writing.

16. Where Misconduct is Confirmed

Where misconduct is confirmed, or the employee is found to be performing unsatisfactorily, Gorilla Circus will give the staff member a written warning. A further act of misconduct or failure to improve performance within a set period will result in a final written warning.

17. Misconduct That Has a Serious and Harmful Impact on the Organisation

If a staff member's first misconduct or unsatisfactory performance is sufficiently serious, it may be appropriate to move directly to a final written warning. This might occur where the staff member's actions have had, or are liable to have, a serious or harmful impact on the organisation.

18. Written Warnings

A first or final written warning will both set out the nature of the misconduct or poor performance and the change in behaviour or improvement in performance required (with timescale). The staff member will be told how long the warning will remain current. The staff member will be informed of the consequences of further misconduct, or failure to improve performance, within the set period following a final warning. For instance, that failure to change may result in dismissal or some other contractual penalty such as demotion or loss of seniority.

19. Decision to Dismiss

A decision to dismiss will only be taken by a manager who has the authority to do so. The staff member will be informed as soon as possible of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.

20. Gross Misconduct

Some acts, termed gross misconduct, are so serious in themselves or have such serious consequences that they may call for dismissal without notice for a first offence. But a fair disciplinary process will be followed, before dismissing for gross misconduct.

Gross misconduct includes theft or fraud, physical violence, gross negligence, serious insubordination, or damaging the reputation of the company.

21. Non-attendance at a Hearing

Where an employee is persistently unable or unwilling to attend a disciplinary meeting without good cause Gorilla Circus will make a decision on the evidence available.

22. Appeals

Where a staff member feels that disciplinary action taken against them is wrong or unjust they can appeal against the decision. Appeals will be heard without unreasonable delay and at an agreed time and place. Staff should let Gorilla Circus know the grounds for their appeal in writing.

The appeal will be dealt with impartially and, wherever possible, by a manager who has not previously been involved in the case.

As above, staff members have a right to be accompanied at appeal hearings.

23. Notification of Outcomes

Staff members will be informed in writing of the results of the appeal hearing as soon as possible.



24. Disciplinary Actions Related to Trade Union Representatives

When disciplinary action is being considered against a staff member who is a trade union representative the normal disciplinary procedure should be followed, depending on the circumstances, Gorilla Circus may discuss the matter at an early stage with an official employed by the union, after obtaining the staff member's agreement.

25. Staff Members Charged with Criminal Offenses

If a staff member is charged with or convicted of a criminal offence this is not necessarily in itself reason for disciplinary action, consideration will be given to what effect the charge or conviction has on the staff member's suitability to do the job and their relationship with Gorilla Circus, their work colleagues, and customers.