



PiPeLine Productions' Grievance and Disciplinary Policy

PiPeLine Productions Academies LTD will take seriously any complaint or grievance and will act to ensure that all such matters are investigated and dealt with and handled with all due speed.

Statement of General Policy

PiPeLine Productions Academies LTD takes seriously its duties and responsibilities under current legislation. PiPeLine Productions will ensure that, so far as is reasonably practicable, as a minimum within legal requirements and where possible following standards of Best Practice:

- Where an employee feels aggrieved, they can raise such a grievance with PiPeLine Productions Directors and/or Management;
- All Grievances will be treated fairly; undertake a full investigation and take appropriate action;
- All staff and others working with and for PiPeLine Productions are competent within the requirements of this policy to fulfil their obligations, and give them adequate training;
- Any disciplinary action will be carried out in line with PiPeLine Productions Academies LTD's Grievance and Disciplinary Procedure;
- This policy is reviewed and revised as necessary at regular intervals.

PiPeLine Productions' Grievance and Disciplinary Procedure document supplements this policy. This Policy is to be read in conjunction with all other PiPeLine Productions Policies, Procedures & Guidance Notes. This policy was originally adopted April 2015.

Signed by Directors of PiPeLine Productions Academies LTD.