

Subcontractor Disciplinary and Grievance Procedure

1. Introduction

This Subcontractor Disciplinary and Grievance Procedure outlines the process for addressing disciplinary matters and grievances involving subcontractors engaged by Two Larks Productions Ltd. It aims to promote fair treatment, resolve issues promptly, and maintain professional standards in all subcontractor relationships.

2. Scope

This procedure applies to all subcontractors working on behalf of Two Larks Productions, including individuals and organisations contracted for specific projects, services, or tasks.

3. Disciplinary Procedure for Subcontractors

3.1 Principles

- Disciplinary action against subcontractors may be initiated in cases of misconduct, breach of contract, failure to meet performance standards, or any other behaviour deemed unacceptable.
- The disciplinary procedure will adhere to the principles of fairness, transparency, and proportionality.
- Subcontractors will have the right to be heard and to present their case before any disciplinary action is taken.

3.2 Process

Identification of Misconduct:

Misconduct by a subcontractor may include failure to meet contractual obligations, violations of health and safety regulations, violation of sexual harassment policy, violation of equality, diversity, and inclusion policy, poor workmanship, or any behaviour that compromises project integrity.

Investigation:

Upon identification of potential misconduct, an investigation will be conducted to gather evidence, interview relevant parties, and assess the severity of the alleged misconduct.

Notification:

The subcontractor will be formally notified of the allegations against them and provided with an opportunity to respond.

Disciplinary Meeting:

If necessary, a disciplinary meeting may be arranged to discuss the allegations, allow the subcontractor to provide their perspective, and explore potential resolutions.

Decision:

Following the disciplinary meeting or review of evidence, a decision regarding any disciplinary action will be made by the appropriate authority.

Communication:

The subcontractor will be informed in writing of the decision, any consequences or sanctions imposed, and the reasons for such actions.

4. Grievance Procedure for Subcontractors

4.1 Principles

- Subcontractors have the right to raise grievances concerning their working conditions, contractual terms, payment disputes, or any other concerns related to their engagement with Two Larks Productions.
- Grievances will be handled promptly, impartially, and with due consideration for subcontractor rights and interests.
- Subcontractors will be kept informed of the progress and outcome of the grievance process.

4.2 Process

Grievance Submission:

Subcontractors may submit grievances in writing or through designated communication channels provided by Two Larks Productions.

Acknowledgment:

Upon receipt of a grievance, Two Larks Productions will acknowledge receipt and initiate the investigation process.

Investigation:

An investigation will be conducted to understand the nature of the grievance, gather relevant information, and identify potential resolutions.

Resolution Meeting:

If necessary, a meeting may be arranged with the subcontractor to discuss the grievance and explore possible solutions.

Decision:

Following the investigation and discussion, a decision will be communicated to the subcontractor in writing.

Follow-Up:

Two Larks Productions will take appropriate actions to address the grievance and implement any necessary changes to prevent similar issues in the future.

5. Review

This Subcontractor Disciplinary and Grievance Procedure will be reviewed periodically to ensure its effectiveness, compliance with relevant legislation, and alignment with best practices in subcontractor management.