

HEALTH & SAFETY (2019)
STRAY THEATRE COMPANY

You may approach the AUSA Student Advice Hub at any time for assistance (email cityhub@ausa.org.nz or advocacy@ausa.org.nz) otherwise we will do our best as a club to assist any member however we can, regardless of circumstance.

You may wish to contact the Proctor, who is able to advise anyone in the University about Student conduct and dispute policies (email proctor@auckland.ac.nz).

If you want this matter dealt with in-house, please follow this COMPLAINTS PROCEDURE, outlined below.

We accept that you may not always feel able to discuss a complaint with the person directly concerned. Please continue with the procedure and it will become clear how to go about the complaint procedure without the person(s) involvement.

Complaints will be dealt with confidentially by all parties involved.

Malicious or frivolous complaints may be declined.

COMPLAINTS PROCEDURE

Please submit the following via Google Form.

- A. Please name any committee members you would like to NOT see this information. It is important this is done first.
- B. Detailed description of event(s)
- C. The outcome that is sought
- D. Any other supporting documents or evidence
- E. Name & contact (*optional)

Within 7 days of receiving the complaint (depending on E.) the respondent will be contacted in writing.

The Committee may make further inquiries to any party if required. If a meeting is requested, the attendants are entitled to support person/persons.

Committee Recusal

Automatic recusal if the Committee member is the respondent.

Recusal can be requested by the complainant regarding Committee members.

Recusal can be requested by Committee members on personal grounds.

If there is a conflict of interest, the affected Committee member is able to recuse themselves. If a Committee member was present at a social event, outside of a Stray setting i.e. rehearsal, show, etc. at which an issue occurred, they are able to recuse themselves.

A declaration of conflict of interest (if any) must be presented upon the opening of any case.

In the event of failure to declare a conflict of interest or misreporting of conflict of interest, refer to Sanctions.

AUSA provides student mediation services, as a last resort.

SANCTIONS

Suspension of access for a decided amount of time to Club activities will be decided by a majority Committee vote excluding any committee members that were outlined in part A of the procedure or have otherwise been recused.

Suspension of membership shall be decided by a majority Committee vote along with a length of time. Once again excluding any committee members that were outlined in part A of the procedure or have otherwise been recused.

In the event that club membership needs to be revoked, the committee will decide on an amount of time the party will also be banned from becoming a member of the club again. The decision will be made by the committee excluding any named party mentioned in part A.

In the event that a Committee member needs to be removed, an Extraordinary General Meeting will be called for a general vote if a decision cannot be made within the committee within 7 days.

In the event that a vote is tied, there shall be a blind ballot among Committee members. If the vote is still tied, Chairperson of the meeting shall have the casting

vote. This shall be the current President of the Committee, unless the President is responding, in which case the Secretary takes casting vote.

If you consider there is any immediate threat or danger to you or someone else, contact 111.

Lifeline: 0800 543 354

Youthline: 0800 376 633

FEEDBACK

We are constantly adapting to better address the needs of our members. If you have any feedback or comments about the complaints procedure, let us know.