



# Dispute Resolution Procedures

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Approved By: Adrian McMahon

## 1. Dispute Resolution Procedures

The following dispute resolution procedures are established in compliance with National and International Law.

1. These procedures apply to the resolution of disputes which may arise in the Working at Height Limited within or between any of the following categories: members of the Working at Height Limited and/or the Working at Height Limited and/or sub-divisions of the Working at Height Limited. A member of the Working at Height Limited, for the purpose of this Statute, is
  - (i) an employee of the Working at Height Limited;
  - (ii) a registered student of the Working at Height Limited; or
  - (iii) any other category of persons in the Working at Height Limited as may from time to time be specified by resolution of the Governing Authority
2. A Dispute Resolution Committee (hereinafter called “the Committee”) shall be and is hereby established in accordance with such regulations as may from time to time be agreed by the Governing Authority. The Committee shall hear any disputes between members of the Working at Height Limited (other than those which may be disposed of informally or which are required by Governing Authority to be adjudicated upon by the appropriate body established by the Working at Height Limited to deal with industrial relations issues, academic affairs or student discipline) and a member of the Working at Height Limited may refer any such dispute to the Committee.
3. The members of the Committee may meet together for the dispatch of business, adjourn and otherwise regulate their business as they see fit.
4. Any member of the Working at Height Limited referring an issue to the Committee shall provide the Committee with a comprehensive written account of the relevant facts and circumstances of the dispute. The Committee shall, in the first instance, review this account and decide whether the matter referred to it is one which should properly be dealt with by the Committee. In making this decision, the Committee may ask for statement(s) in writing or other written particulars as it may require from the parties to the dispute or from any other parties concerned. The Committee may also require individuals to appear before it and may question such individuals. If the Committee is of the opinion that the dispute is not one which falls within its remit or that it should be referred to another forum, it shall so direct.

5. Where the Committee is satisfied that the matter referred to it is properly within its remit, it shall call the parties to the dispute to appear before it. The Committee shall hear an account of the incident from the parties and may question such parties and seek further clarifications. Parties to the dispute will advise the Committee in advance of any witnesses they wish to call. The parties will be provided with access to all submissions and afforded the opportunity to respond. The parties appearing before the Committee will have the right to be accompanied by up to two representatives of their choice at any meeting. The Committee shall be advised of such representation in advance.
6. After hearing the parties, the Committee shall deliberate on the matters in issue and inform the parties to the dispute in writing of its direction or recommendation for the resolution of the dispute and the reasons for these.
7. If any party to the dispute is dissatisfied with a direction or recommendation of the Committee, they shall have the right to appeal to such independent person or persons as the President of the Working at Height Limited shall nominate to hear the dispute. The nominee must be acceptable to both parties. The member(s) of the Working at Height Limited who referred the dispute to the Committee and/or exercised the right of an appeal pursuant to the provisions hereof shall be bound by the decision of such independent person or persons, save that either party may avail of any legal remedy available.
8. The procedures set out in Section 3, 4, 5, 6 and 7 above shall apply, *mutatis mutandis*, to all appeals to such independent person or persons nominated by the President of the Working at Height Limited to hear the dispute.
9. The Committee shall determine, based on the circumstances of each case and the views of the parties in dispute, whether proceedings should be held in public or private.

