

## Non-Binary Leeds Grievance Procedure

- Any grievances or problems can be brought to the committee members, currently:
  - Luna Morgana
  - Joni Davida Clark
  - Newton Swift Danger
  - Ash Finlay Dickson
  - Alex Parnham-Cope
- Complaints and grievances can be raised by email, Facebook message, letter or in person, and this list is not necessarily exhaustive.
- Once a complaint or grievance has been raised with an individual committee member it will then be taken to the committee as a whole to consider safeguarding aspects and whether there is an immediate danger to members of Non-Binary Leeds.
- If the committee members do identify an immediate risk to members then independent action from this process may be taken to ensure the safety of our service users.
- Providing all parties are willing, the first complaint will result in mediation between complainant and complainee, overseen by a committee member
  - In the event one or more committee members are involved in this complaint (producing either a conflict of interest or emotional distress) this mediation procedure will be overseen by a third party, for example Yorkshire Mesmac.
  - The mediation process will be tailored to the situation and designed to work for all parties as a form of accountability
  - Processes for accountability will always be led by the complainant as it possibly can.
- Depending on the outcome of this mediation and the severity of the complaint, the complainant, mediator and complainee shall develop a process that works for the good of the complainant and the community.

The removal of the subject of a complaint will always be the last and least looked-to option for the committee.

- If the complainant does not wish to be a part of mediation or does not want any further action taken then a conversation between the committee and the complainee may take place about how any behaviour that may have been damaging can be looked at and dealt with.
- The final decision on who is and is not welcome in our spaces rests with the committee.
- If the complainee is removed from the space or a ban placed on them then this will always be temporary, set to one year maximum, and can be reviewed at any point and not just at the end of said period.
- This process is designed as a form of community accountability where we will *avoid* the involvement of the police as much as we possibly can.

**This grievance procedure will be periodically reviewed to make sure it is appropriate for our space. The next review of this will be September 2020**