

DISCIPLINARY POLICY

REVIEWED: 04/10/2024

This policy should be read in conjunction with our Complaints and Grievance Policy and Code of Conduct.

Centre Stage Productions (CSP) believe that every person who is a member of our society and takes part in our theatrical productions do so for enjoyment and for the love of theatre. With that in mind, and in order to ensure that all members/volunteers can enjoy their experience and be safeguarded, we are committed to maintaining satisfactory standards of conduct.

Definition of misconduct

Misconduct arises when an individual indulges in inappropriate and/or unacceptable behaviour which includes, but is not limited to, breaches of our rules, policies and procedures, including our Code of Conduct, and damage to CSPs property or premises it utilises.

Definition of gross misconduct

This being the most serious form of misconduct, it includes:

- Theft, fraud or any act of dishonesty;
- Any act, or attempted act, of violence, threatening or abusive behaviour towards people or property;
- Any sexually inappropriate or threatening behaviour;
- A major breach of CSP's rules, policies and procedures or Code of Conduct;
- Deliberate and/or major damage to CSP property;
- Deliberate breach of CSP's health and safety obligations;
- Serious incapability brought about by alcohol or illegal drugs;
- Any form of discrimination, victimisation, harassment or bullying on the grounds of age, disability, gender or gender reassignment, marriage or civil partnership, pregnancy/maternity status, race, religion or belief, sex or sexual orientation;
- any act which brings the society into disrepute.

N.b The above list is not exhaustive

Disciplinary framework

Where an allegation of misconduct is made, a representative, or representatives, of the CSP committee will attempt to resolve the matter on an informal basis. If the matter cannot be resolved on this basis, or is more serious, we will consider the disciplinary framework as outlined below. Full details of the disciplinary offence will be given to the alleged perpetrator and the CSP committee will commit to investigating the alleged disciplinary offence in full before any disciplinary action is taken, should it be required.

You have the right to attend any meetings with another for moral support. You will be allowed to put your case to the committee before a final decision is made. You will also have the right to appeal, in writing, for a period of FOURTEEN days following the committee's decision.

- in the first instance of misconduct, an oral warning shall be given.
- if any form of misconduct is repeated within a relevant period after an oral warning has been issued, a first written warning shall be given. This will also be issued in the case of a sufficiently serious case of misconduct.

- if your misconduct is sufficiently serious or where you repeat any form of misconduct within the relevant period after earlier warning(s), you will be issued with a final written warning which will inform you that any further misconduct may result in expulsion from CSP and/or termination of your membership
- where misconduct amounts to gross misconduct or any further unacceptable conduct occurs within the relevant period after a final written warning has been issued, you may be expelled from CSP and/or your membership terminated.

When a warning is issued, you will be advised of the relevant period for which it will remain in force and will be taken into account in the event of further misconduct.

Suspension

It may be necessary that you are suspended from the society for the period of time it takes to investigate the allegations; if this is the case, it will be for as short a period as possible.

Immediate suspension would normally take place in the following circumstances:

- where children are at risk;
- where the person needs protection themselves;
- where the allegations amount to gross misconduct;
- where the society's reputation might suffer unduly;
- where the presence of the person may impede investigation.

Expulsion Procedure

If we are contemplating expulsion and/or the termination of your membership, the following procedure will apply;

- The committee will set out in writing the alleged misconduct and invite you to attend a meeting as soon as reasonably practicable to discuss the matter;
- A meeting will take place to discuss the allegations before any action is taken;
- A decision will be given, if reasonably practicable, within FIVE working days of the meeting and confirmed to you in writing.

Where the committee feel that expulsion is appropriate, this may be for a fixed period of time or indefinitely, to be decided by the committee at its discretion. If your membership is terminated in these circumstances you will not be entitled to a refund of any membership fee.

Disciplinary housekeeping

A record will be kept by the committee of all written warnings.

With regards to disciplinary action:

- Warnings for minor offences may be valid for up to six months;
- Final warnings may remain in force for 12 months or more.

Once the time limits have been passed, warnings should be disregarded in any further disciplinary proceedings. These records will be kept confidential and retained in accordance of the disciplinary procedure and the Data Protection Act 1998.

Appeals

Appeals will be dealt with as promptly as possible. As previously stated, you will have FOURTEEN days to lodge an appeal, in writing, and should you be called to any meetings, you are entitled to bring another for moral support. In the case of an appeal, a panel comprising of two committee members plus an additional, neutral person will review the facts and make a final decision.



CENTRE STAGE PRODUCTIONS

In association with the Manx Gilbert & Sullivan Society (Charity number: 406)

✉ centre-stage-productions@outlook.com  www.manxgands.com

You will be informed of the result of the hearing as soon as reasonably possible, and within FIVE working days; this will be confirmed in writing.

Should you have any questions regarding our Disciplinary Procedure, we can be contacted at centre-stage-productions@outlook.com.