



Teesdale Operatic Society Disciplinary and Grievance Policy

TOS recognises that members and volunteers offer their time and services because they enjoy being part of an amateur dramatic society. To ensure that all members/volunteers can enjoy their experience and to safeguard our people, property and facilities, we are committed to maintaining satisfactory standards of conduct. The following principles apply to TOS's disciplinary procedure:

Definition of misconduct

Misconduct comprises inappropriate and /or unacceptable behaviour and includes (but is not limited to) breaches of our rules, policies and procedures, including our Code of Conduct, damage to TOS owned or hired property or premises, persistent lateness or absence and smoking in a non-smoking area.

Definition of gross misconduct

Gross misconduct, the most serious form of misconduct which 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 TOS's rules, policies and procedures or code of conduct
- Deliberate and / or major damage to TOS (or hired in) property.
- Deliberate breach of TOS's Health & Safety obligations
- Any form of discrimination, victimisation, harassment or bullying on the grounds of gender, pregnancy, marital or civil partnership status, gender reassignment, sexual orientation, race, colour, ethnic or national origins, religion or belief, disability or age.
- Being under the influence of alcohol and / or illegal drugs when taking part in TOS activities.
- Any acts or omissions calculated or likely to bring the Society into disrepute.

The above list is a guide and is not exhaustive.

Disciplinary Procedure

Where an allegation of misconduct is made, a representative of our Board may 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 following options:

Oral Warning – this will usually be issued for a first instance of misconduct.

First Written Warning – this will be issued if any form of misconduct is repeated within a month of an oral warning having been issued and / or is sufficiently serious to warrant a first written warning.

Final Written Warning – if the misconduct is sufficiently serious or a repeat of any form of misconduct within a month of a first written warning having been issued, then a final written warning will be issued. This will inform that any further misconduct may result in expulsion from TOS and termination of your membership. Fees will not be refunded.



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Expulsion – where misconduct amounts to gross misconduct or any further unacceptable conduct occurs within a month after a final written warning has been issued, then a person may be expelled from TOS and the membership terminated. Fees will not be refunded.

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

Expulsion Procedure

If TOS contemplates expulsion and / or termination of your membership, the following procedure will apply:

- The Board will set out in writing the alleged misconduct and invite you to attend a meeting as soon as is reasonably practicable to discuss the matter. You may be accompanied at this meeting.
- A meeting will take place to discuss the allegations before any action is taken. A decision will be given, if reasonably practicable within 5 working days of the meeting and confirmed to you in writing.

Where expulsion is felt by the Board to be appropriate, this may be for a fixed period of time or indefinitely, to be decided by the Board in its discretion.

If your membership is terminated in these circumstances you will not be entitled to a refund of any membership fee.

Appeals

You are permitted to appeal against any disciplinary decision. This must be done in writing to the Board (email is acceptable) within 14 days of receipt of the warning or dismissal.

Grievance Procedure

TOS understands that from time to time our members and / or volunteers may wish to raise problems or concerns and possibly seek redress for a grievance.

We want to ensure that these issues are properly aired and, as far as possible, resolved as quickly as possible to the satisfaction of all concerned.

All matters (including any records produced and any follow up action) will be handled with the utmost discretion and will, as far as practicable, be kept confidential to those involved.

Where it is necessary to speak to any others in connection with a problem or concern raised, the importance of confidentiality will be explained to them.

It may be necessary in some circumstances to explain or report the contents of the complaint or grievance to others, whether within or outside TOS, for example where this is the only way



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that follow up action can be taken. In serious cases, it may be necessary to report the matter to the police.

Informal Procedure

Complaints where appropriate should be dealt with informally, by discussion with;

- The person concerned, or
- The complainant and a member of the Board

This is usually sufficient to resolve an issue.

Formal Procedure

If the matter is not resolved informally, or where you consider the issue to be serious and not appropriate for informal discussion, you should send your complaint or concern in writing to the Chair of TOS.

The issue will be considered by the Board at the next available Board meeting, or earlier if required. The Board may carry out such investigation (s) as it considers appropriate before reaching a decision, which may include meeting with the complainant and any others involved.

The Board's decision will be communicated in writing to all involved as soon as reasonably possible after the meeting and any further investigations will be final.

Every effort will be made by the Board to resolve any problems or concerns as soon as they can. This will depend on the circumstances and the nature and complexity of the issues raised, the investigations and the availability of people whose input is necessary to resolve the grievance.