

OLD WELL THEATRE TRUST DISCIPLINARY PROCEDURE

General Disciplinary Procedure

The General Disciplinary Procedure exists

- to enable volunteers to go about their business in a relaxed atmosphere, confident that the OLD WELL THEATRE TRUST (hereinafter referred to as "OWTT") upholds sound discipline, good order and lawful practice and
 - to provide a practical framework which ensures fairness for all who are the subject of disciplinary action.
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It is not possible to itemise all possible circumstances which will give rise to disciplinary action being taken against, but the following guidelines are intended to help identify the grounds on which the OWTT might initiate such action.

Disciplinary Action will be taken in the event of:

- Bullying – physical/verbal/emotional and/or cyber
- Sexual harassment - physical/verbal and/or cyber
- Unreasonable/disorderly and/anti-social behaviour
- Damage to property
- Bringing the theatre into disrepute
- Uncooperative/disruptive working practices
- Incitement to wrong doing
- Plagiarism and Collusion
- Unlawful conduct on the OWTT premises*
- Infringement of Equal Opportunities e.g. racist and/or sexist behaviour

*** Unlawful conduct will normally be referred directly to the Police.**

Many circumstances which fall within the scope of this code of practice have the potential also to be regarded as a breach of the Criminal Law. There are criminal acts which, even if they occur outwith the normal auspice of the OWTT, could jeopardise the good name of the OWTT and/or be of such a nature that the perpetrator could reasonably be regarded as posing a danger to other members or to the good order of the OWTT e.g. supplying drugs, sexual assault, theft.

The OWTT reserves the right to consider the consequences of convictions for criminal acts incurred by a volunteer with regard to the suitability of that person to continue to be a member of the OWTT.

Disciplinary Procedure - First Stage with Admission of Responsibility

At the first stage of the disciplinary procedure, a person accused of a breach of discipline, will be informed by an OWTT Trustee in writing. The person accused will be told the reason for the disciplinary procedure and asked for comments/reply to be received within 10 working days. Depending on the seriousness of the offending behaviour found established, the OWTT may take one of the following courses of action:

1. issue a verbal caution;
2. require a written a formal apology to be made;

3. issue a written reprimand;
4. recommend suspension of membership ;* +
5. recommend refusal any further applications for membership;+
6. recommend termination of membership.* +

* In the case of suspension or termination on disciplinary grounds, no fees are refundable for any membership lost.

+ Such action shall be taken in line with the provisions of the OWTT constitution.

Right of Appeal

There is no right of appeal against a verbal caution or against the requirement to apologise. There is a right of appeal, however, against the OLD WELL THEATRE TRUST decisions 3 - 6, above. The Appeals Procedure will follow that laid out for the Complaints Procedure.