

Disciplinary procedure

We recognise 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 TADS disciplinary procedure:

- We will not take any disciplinary action until an allegation of misconduct has been investigated and all parties have been given an opportunity to put forward their views;
- All parties should take reasonable steps to attend any meeting(s) to discuss any alleged misconduct;
- Where appropriate, we may suspend membership of the theatre and/or require you (or others) not to attend TADS premises during the investigation.
- 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, Working Rules and damage to TADS property or premises.
- 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 TADS rules, policies and procedures or code of conduct;
 - deliberate and/or major damage to TADS property;
 - deliberate breach of TADS health and 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;
 - any acts or omissions calculated or likely to bring the theatre into disrepute.

The above list is a guide and is not exhaustive.

Where an allegation of misconduct is made, a representative of our Committee 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 the relevant period after an oral warning has been issued and/or is sufficiently serious to warrant a first written warning;
- final written warning – 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 TADS and/or termination of your membership;
- expulsion – 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 TADS and/or your membership terminated (see constitution).
- 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.

Expulsion Procedure

- The constitution states that: The Executive Committee may, by a two-thirds majority vote to remove any person's membership who has persistently neglected the activities undertaken by the Society or whose conduct it considers likely to endanger the welfare of the Society. The individual shall have the right to be heard by the Executive Committee, accompanied by a supporter, before a final decision is made.
- 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 expulsion is felt by the Committee to be appropriate this may be for a fixed period of time or indefinitely, to be decided by the Committee in its discretion.

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

TADS Theatre Group
November 2019