

DISCIPLINARY & GRIEVANCE PROCEDURES

DISCIPLINARY

Discipline is essential for the efficient conduct of the company's activities, and for the safety and well-being of its employees and those who use its services.

The South Devon Players' intention is that all persons involved in the organisations projects should be treated fairly, reasonably and consistently in matters relating to discipline. Therefore, all cases of alleged breaches of discipline and complaints about unsatisfactory work and/or conduct shall be dealt with promptly, in accordance with the procedure set out below.

The Disciplinary Procedure provides for warnings to be given for failure to meet the organisation's standards of performance, conduct and attendance.

The Disciplinary Procedure applies to all persons involved with the organisation. This includes volunteer company directors, other volunteers (fundraisers, promoters, helpers etc), self employed actors and crew, and anyone who takes on a task on behalf of the South Devon Players. They are expected to have familiarised themselves with its provisions.

The organisation is led by three volunteer company directors.

The volunteer company directors who are most active, and therefore who will respond most quickly are:

Laura Jury (The South Devon Players founder) who can be contacted on southdevonplayers@gmail.com - Tel: 07855 090589

Cedric Vince (Company director) who can be contacted on blackheartofbrixham@hotmail.com

Any concerns or grievances should be addressed to either or both of these company directors, in writing.

Disciplinary proceedings will be carried out led by either or both of these directors. If only one is present, the one will report to the others.

PRINCIPLES

Apart from an informal verbal warning, you have the following rights in relation to disciplinary action:

- to be informed of the allegations of misconduct or poor performance to be addressed at any disciplinary proceedings, and to have the right to reply at any stage.
- to be accompanied by a work colleague or by an accredited UK trade union official
- to appeal against any disciplinary action.

DISCIPLINARY PROCEDURE

The South Devon Players warning procedure consists of:

- an oral warning;

- a first written warning;
- a final written warning;
- dismissal; (in serious cases, dismissal may be without notice)

The above lists the stages of disciplinary actions available to the South Devon Players but any stage may be omitted depending on the severity of the proven offence.

- In the first instance any matter should be referred to the volunteer company directors (contacts above) who will establish the facts surrounding the complaint, taking into account any evidence, and the statements of any available witnesses.
- If it is considered that it is not necessary to resort to the formal warning procedure, the company director will discuss the matter with you, suggesting solutions and listening to any problems you may have, to help resolve the matter and create a positive way forward. The discussion will be in private and you will be informed that no formal disciplinary action is being taken.
- If it is considered necessary to invoke the formal warning procedure, the company director will inform you. The procedure will then apply but, depending upon the seriousness of the offence, it may be invoked at any level, including summary dismissal from our projects.
- In all cases, you will be contacted and will be informed of the allegations made against you. You will be invited to ask any questions, make a full reply, state your case and, in any formal discussion, you may request to be accompanied by a person of your choice, if you wish, for instance a UK Trade Union representative, or a colleague from the project team of which you are a member.
- In the case of minor offences you will be invited to an oral discussion or warning. A brief note of the warning will be kept but it will lapse after 3 months.
- In the case of serious offences, or a repetition of earlier minor offences, you will be given a first written warning. This will set out the precise nature of the offence, the likely consequences of further offences and specifying, if appropriate, the improvement required and over what period. A copy of this first written warning will be kept on file but the warning will lapse after 3 months or the end of the project, whichever is sooner.
- In the case of further repetition of earlier offences, or if the offence, whilst falling short of gross misconduct, is serious enough to warrant only one written warning, you will be given a final written warning. This warning will set out the precise nature of the offence, will state that any recurrence will lead to dismissal or whatever other penalty is considered appropriate, the improvement required and over what period. A copy of the warning will be kept on file but the warning will lapse after 3 months or the end of the project, whichever is sooner.
- In the case of gross misconduct, or if all previous stages of the warning procedure have been exhausted, you will normally be asked to leave the project in which you are involved. This will only occur after consideration of other possible disciplinary actions.
- If you are dissatisfied with the outcome of any stage of the above procedure, you may appeal through the use of the company's Grievance Procedure.

The following are non-exhaustive examples of the sort of offences which, if committed, will normally lead to formal disciplinary action being taken:

Minor offences (oral warning):

- Ongoing absenteeism, explicit jokes, excessive strong language, not learning role (lines, blocking, character etc to agreed deadlines), speaking over other members of the team, actors trying to direct other actors, making others unwelcome.

Serious offences (written warnings):

- Bullying, or aggression, by word, act, tone or demeanour;

- Negligence resulting in minor loss, damage or injury;
- Irresponsibility in relation to your tasks for the organisation which the organisation reasonably considers to be detrimental to, or conflicting with the interests of the organisation, or its customers, or to likely to affect our standard of work; eg abuse of authority or when your conduct towards a fellow volunteer, self employed actor, self employed crew member, collaborator, or member of the public, is deemed to be discriminatory, on grounds of their previous arts experience, sex, sexual orientation, colour, race, age, religion, nationality or visible/non-visible disability.
- Any damaging breach of confidence relating to the company's affairs.
- Attending any of our rehearsals or performances, under the influence of behaviour altering substances like alcohol, or illicit drugs
- Bringing the South Devon Players into disrepute.
- Disrupting a rehearsal or performance.

Gross misconduct (being asked to leave):

- Negligence resulting in serious loss, damage or injury,
- Physical or non-physical assault or attempted assault;
- Theft or malicious damage to property;
- Deliberate and serious breach of confidence relating to the organisations affairs;
- Falsification of records;
- Conduct violating common decency, or conviction on a criminal charge relevant to your involvement with us
- Sexual harassment
- Paedophilia
- Failure to observe the details outlined in the final written warning

GRIEVANCE

PROCEDURE

If you are dissatisfied with any aspect of your involvement with us or if you have any questions or grievances relating to your involvement with us, or with any disciplinary matter, you may seek redress in writing to the following persons:

Laura Jury (The South Devon Players founder) who can be contacted on southdevonplayers@gmail.com - Tel: 07855 090589

Cedric Vince (Company director) who can be contacted on blackheartofbrixham@hotmail.com

The matter shall be dealt with within 7 working days after its referral and the decision shall be notified to you in writing with such explanation as is appropriate.

REPRESENTATION

At any stage of the Grievance Procedure you may be accompanied, if you wish, by a person of your choice, for instance a UK Trade Union representative, a colleague from the South Devon Players project in which you are involved.

OVERLAPPING GRIEVANCE AND DISCIPLINARY CASES

Where a member of one of our project teams raises a grievance during a disciplinary process, the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

Can you take your concerns elsewhere?

Most certainly.

If you have contacted us and are not satisfied with the response, we would urge you to make contact with the entertainment trade union Equity: details at <https://www.equity.org.uk>

If you feel that someone is in danger, or that something illegal has happened, please feel free at any time to call the Police on 101 or 999.