



Tonbridge Theatre and Arts Club (TTAC) Disciplinary Policy

CONFIDENTIAL INFORMATION

This document is the property of Tonbridge Theatre and Arts Club; it contains information that is proprietary and intended for members of the Tonbridge Theatre and Arts Club. It is a controlled document and may be amended by the Management Committee. Any downloaded copy is no longer controlled and could become out of date. The most up to date version will be found on the Oast Workspace.

Tonbridge Theatre and Arts Club - Disciplinary Policy

Table of Contents

Contents

Tonbridge Theatre and Arts Club (TTAC) Disciplinary Policy	1
1 Disciplinary Procedure.....	3
2 Gross Misconduct	3
3 Investigation Procedure	4
4 Expulsion Procedure	4
5 Revision History.....	5

Tonbridge Theatre and Arts Club - Disciplinary Policy

1 Disciplinary Procedure

We recognise that members and volunteers offer their time and services because they enjoy being part of TTAC. To ensure that all members and 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 TTAC's 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 matters, including any records produced and any follow-up action, will be handled with discretion and, so far as practicable, be kept confidential to those involved. General Data Protection Regulation (GDPR) is to be followed.
- All parties should take reasonable steps to attend any meeting(s) to discuss any alleged misconduct. Individuals are welcome to bring a support person to meetings.
- Where appropriate we may suspend membership of TTAC and/or require you (or others) not to attend TTAC's premises during the investigation. Any person who has been suspended will be notified in writing at the end of the investigation as to whether this has been lifted or made permanent.
- 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 and damage to TTAC's premises.
- Where appropriate a referral may be made to the TTAC Safe Guarding Officer.
- In serious cases it may be necessary to report the matter to the police.

2 Gross Misconduct

Gross misconduct is 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 TTAC's rules, policies and procedures of Code of Conduct.
- Deliberate and/or major damage to TTAC property.
- Deliberate breach of TTAC's health and safety obligations.
- Any form of discrimination, victimisation, harassment or bullying on the grounds of gender, pregnancy, marital or civil partnership status, gender re-assignment, 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.

Tonbridge Theatre and Arts Club - Disciplinary Policy

3 Investigation Procedure

- Where an allegation of misconduct is made, a representative of the Management Committee may endeavour to resolve the matter on an informal basis.
- The Committee Member will discuss the matter with you and, if necessary, with any others involved in the matter and will report the outcome of such discussions to the Management Committee. Any member of the Management Committee who has a conflict of interest should recuse themselves.

If the matter cannot be resolved informally or is more serious, the Management Committee 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 the misconduct is sufficiently serious or where any form of misconduct is repeated 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 TTAC 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 will be expelled from TTAC and/or your membership terminated.
- When a written 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.

The disciplinary option will be decided by consensus of the Management Committee at the next monthly meeting or sooner if required.

4 Expulsion Procedure

If TTAC is contemplating expulsion and/or termination of your membership the following procedure will apply:

- The Management 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 considered by the Management Committee to be appropriate this may be for a fixed period of time or indefinitely, to be decided by the Management Committee at its discretion.

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

Tonbridge Theatre and Arts Club - Disciplinary Policy

5 Revision History

Changes	Version	MC approval Date
Initial Document	1	1st July 2026

MC – Management Committee