



Mortimer Dramatic Society

Conflict Resolution

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. It is hoped that most problems can be rectified without a formal disciplinary, however where required the following principles apply to MDS'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; These investigations will be undertaken by an appointed representative of the committee.
- All parties should take reasonable steps to attend any meeting(s) to discuss any alleged misconduct;
- Where appropriate, we may suspend membership of the Society.
- 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.
- 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 MDS's rules, policies and procedures or code of conduct;
 - deliberate and/or major damage to MDS property;
 - deliberate breach of MDS'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 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 society into disrepute.



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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 termination of your membership;
- Termination – where misconduct amounts to gross misconduct or any further unacceptable conduct occurs within the relevant period after a final written warning has been issued, your membership will be terminated.
- 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.

Termination Procedure

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