

## **Best Theatre Arts – Disciplinary Policy**

We expect Partners to conduct themselves in a manner that reflects well on the Best and high standards of behaviour are required. We prefer, wherever possible, to resolve problems informally but recognise that circumstances may require formal steps to be taken. The disciplinary procedures apply to all Partners. Please note however, that the disciplinary procedures set out below do not form part of the Partnership Deed.

The purpose of the disciplinary policy below is to deal with unsatisfactory behaviour which may lead to a Partner being removed from the Partnership. The policy and procedures set out below will normally be followed if, in the Principal Partner's opinion, you act in a manner that is contrary to normal acceptable standards of conduct/behaviour or to the terms of the Partnership Deed.

As a self-employed person you are invited to join the Partnership to deliver excellence in your teaching of theatre arts, and to act as a role model for all Best students, observing at all times the highest standards of behaviour, appearance, attitude and professionalism. Any performance less than excellent is unacceptable. It is recognised and accepted by all Partners that as we have the well-being of children in our hands, and that we have a limited time with them each week, that poor performance or attitude has a significant and immediate impact on our students, and that swift action must be taken to correct this. The steps below represent an 'ideal' situation and would be taken where misconduct or poor performance might lead to someone's removal from the Partnership. But it is accepted by all Partners that the steps may need to be curtailed to ensure the best experience for Best students.

It is also recognised and accepted by Partners that notwithstanding the policy set out below, a poor level of performance may simply result in there being no further invitations to teach at Best classes, regardless of whether the Partner remains a Partner or not.

**Stage 1** – formal oral warning. If your conduct or performance does not meet acceptable standards, you will be given a formal oral warning that continued or



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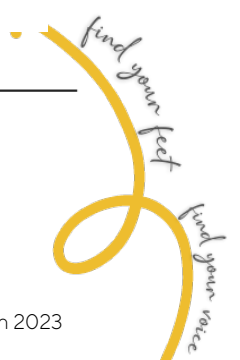
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repeated misconduct or poor performance may result in further disciplinary action, including, in extreme cases, dismissal. A note of the warning will be put in writing to you.

**Stage 2** – formal written warning. If the offence is a serious one, the misconduct continues or is repeated, or if a further offence of a different nature occurs, you will be interviewed by a principal Partner or a person nominated by them. The exact nature of the complaint will be explained in full. If the interviewer believes it to be justified, you may be given a written warning which will give details of the complaint and will warn that dismissal, or some other specific action, will result if there is no satisfactory improvement within a specified period.

**Stage 3** – final written warning. If misconduct is sufficiently serious or if, following a formal written warning, there is a further incident of misconduct or poor performance (whether or not of the same nature) within the period specified, you will be interviewed by a Principal Partner who will then decide on the action to be taken. If the interviewer believes the complaint to be justified, you may be given a final written warning that if your conduct does not improve during a specified period, dismissal, or some other specific action, will result. A copy will be held on file by the Principal Partners.

**Stage 4** – dismissal. If your misconduct is sufficiently serious, your performance is poor enough or if conduct is still unsatisfactory following a final written warning and you still fail to reach the required standards, you will normally be dismissed. The decision to dismiss will be taken by a Principal Partner following a review of the evidence.

Naturally before any warning is given or any disciplinary action or decision to dismiss is taken, you will have every opportunity to comment on the concerns or complaint/s against you. A friend or representative may accompany you at any disciplinary interview. However, your chosen companion must not be another Partner. This is to avoid a conflict arising if, in a particular disciplinary matter, the person conducting the interview requires the advice or assistance from other Partners. If you refuse to discuss the issues a decision will be made in your absence.

During any investigation it may be necessary to remove you from the teaching rostra for that time, in which case no profit share is payable.



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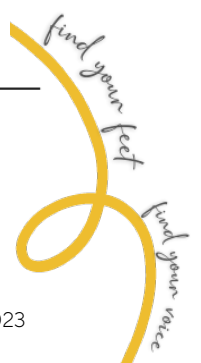
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We reserve the right to dismiss you, without notice if, in our opinion, you have committed an act of gross misconduct. If you are accused or suspected of gross misconduct, you will normally be removed from the teaching team until the matter can be investigated and you have been interviewed.

If we are satisfied that gross misconduct has occurred, the result will normally be instant dismissal.

Examples of serious offences warranting instant dismissal are given below. The list is not exhaustive but is an indication of the Partnership's view of what constitutes a serious offence:

- flagrant disobedience of reasonable instructions from Principals and/or Principal Partners;
- fraud, theft, dishonesty or obtaining or attempting to obtain an advantage at the expense of the Partnership or any person, firm or organisation which is connected with the Partnership;
- breaching, or causing the Partnership, or assisting, procuring or facilitating any other person or organisation to breach any relevant legislation affecting the conduct of its business;
- being under the influence of drink, drugs or other proscribed substances which impinge upon performance or conduct whilst at work (including attending any event whether at Best premises or elsewhere);
- serious breach of Best rules and procedures;
- being convicted of any criminal offence (whether or not relating to employment) which in the opinion of the Principal Partners seriously undermines their confidence in you;
- deliberate damage to any Best property or property which is not owned by Best but which is on premises occupied by Best (including but not limited to unauthorised use of fire equipment) or property of other employees, or of third parties;
- disorderly or indecent conduct, including fighting on Best premises or threatening or using physical violence;
- deliberate acts of discrimination or harassment in breach of the Equal Opportunities Policy, or instructing or aiding someone to commit an act of discrimination, harassment or victimisation in breach of the Equal Opportunities Policy;
- making statements prior to accepting Partnership which are discovered to be false;



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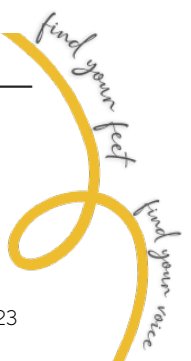
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# Best

## THEATRE ARTS

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- making false statements about one's own or another Partner's work, the falsification of working papers, or the making of any statements likely to be detrimental to the reputation of Best;
- deliberately raising false and/or malicious allegations;
- the use of the offices, property or reputation of Best, or the use of information obtained by virtue of employment by the Best, to trade or carry on business on account of anyone other than Best;
- serious misuse of any means of electronic communication at Best. For example, electronic mail, internet, facsimile machines and so forth;
- committing any act likely to bring Best into disrepute.



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