

Winchester Musicals and Opera Society is dedicated to producing high quality theatre in a safe, fair and productive environment. In the advent of a reported grievance the following procedure will be activated.

MISCONDUCT:

This is conduct which is sufficiently serious that it requires disciplinary action. In order to warrant dismissal, misconduct must be extremely serious, or repeated on more than one occasion. Misconduct can include (although not exclusively) the following:

- Persistent lateness at rehearsals
- Absence from rehearsals when the production team haven't been notified in advance and/or avoidable absence from rehearsals
- Failure to meet known work standards
- Failure to make payment of show fees or script charges either without making arrangements with the Production Manager and/or failure to make payment as part of a payment plan arranged with the Production Manager
- Frequent use of abusive/explicit language at rehearsals and during performances, to the point of causing offence to other Society members
- Misuse of props, furniture and set
- Failure to follow guidelines as set out by show managers

GROSS MISCONDUCT:

This is the term for serious misconduct which may lead to instant dismissal (that is, summary dismissal). Gross Misconduct can include (although not exclusively) the following:

- Where children are at risk
- Theft, fraud or deliberate falsification of records
- Physical violence
- Serious bullying or harassment
- Sexual harassment and/or assault
- Serious insubordination
- Serious incapability brought about by alcohol or drugs
- Endangering others through deliberate breach of Health and Safety procedures
- Conduct which the Committee deems to endanger the welfare and reputation of the Society

APPEALS COMMITTEE:

The Appeals Committee will consist of any three of the following:

1. Chair/Vice Chair (Adjudicator) chairman@wmos.org.uk or vicechair@wmos.org.uk
2. Secretary/Deputy (Note taker) secretary@wmos.org.uk
3. Another Committee member

It is the Appeals Committee's responsibility to address all complaints and appeals it receives, by investigating thoroughly and taking appropriate action. Once a decision is made by the Appeals Committee, be it for an informal or formal resolution, that decision is final.

REPORTING AN INCIDENT(S):

The First Step:

Wherever possible, the Appeals Committee will try to resolve minor issues informally and amicably. If you are unhappy with an individual or a group of people within the Society, or with Society procedures etc., the first course of action is to speak to or email the Appeals Committee, who will discuss the matter and take appropriate action to resolve the issue(s) as swiftly as possible.

The Next Step:

If you are dissatisfied with the outcome of this informal action and/or the grievance is still ongoing, or if you deem the incident(s) more serious, to take the grievance to the next stage, you must fill out an official Complaint Form (available from the Secretary secretary@wmos.org.uk). This form should be completed, signed and returned to the Secretary, who will sign it and provide you with a copy (this may either be a scanned-in email copy or a hard copy). The Secretary will then provide scanned-in email copies, or hard copies, to all members of the Appeals Committee. They will discuss the matter and contact the complainant within seven (7) days.

PERPETRATOR(S):

Once the Complainant has been consulted, the Perpetrator(s) will receive a full report of the alleged offence(s) (in the case of Written Warnings) and a right of reply. The Perpetrator(s) will have fourteen (14) days to lodge an appeal against the alleged offence(s) to the Appeals Committee.

TYPES OF WARNING:

The Appeals Committee will attempt, wherever possible, to resolve grievances mutually and informally. However, where that is not possible, it may decide to issue the following formal warnings:

First Oral Warning:

- In the case of a minor infringement the person may be given a formal oral warning. They will be told of the reasons for the warning, that it is the first step in the disciplinary process, and they have the right of appeal.

First Written Warning:

- If the infringement is regarded as more serious, the person may be given a formal written warning, giving the details of the complaint, the improvement required and the right of appeal. If upheld, this complaint will be kept on record for a period of six (6) months and disregarded after that time if the Society receives no further complaints. A final written warning may be considered if the desired change does not occur.

Final Written Warning:

- Where there is failure to improve the conduct, or an infringement which is considered sufficiently serious, the person(s) may be given a final written warning and/or suspension. This will include full details of the offence and the person(s) will be informed that failure to improve may result in dismissal and the right of appeal.

DISMISSAL AND SUSPENSION:

If the behaviour remains unchanged then sanctions imposed may include suspension or dismissal. This decision will be taken by the Appeals Committee. The person(s) will be informed as soon as reasonably practicable and will have fourteen (14) days to lodge an appeal. In the case of suspension, the Appeals Committee will aim to resolve grievances as soon as practically possible.

In cases of alleged Gross Misconduct, the member(s) will be immediately suspended. If the complaint is upheld, the member(s) will face permanent dismissal.

In cases of repeated Misconduct, the Appeals Committee may judge it appropriate to suspend the member(s) from participation in the Company for a maximum of two (2) years.

If membership is terminated in these circumstances, the member will not be entitled to a refund of any membership fee. If suspension or dismissal is implemented at any point during either the rehearsal period or the week of the show, the member will not be entitled to any refund of production fee.

APPEALS:

An alleged perpetrator(s) will have the right to lodge an appeal within fourteen (14) days of receiving a verbal or written warning or notification of suspension/dismissal. The Appeals Committee will arrange a hearing at the earliest available opportunity and the alleged perpetrator(s) has the right to argue their case, accompanied (if they so wish) by a witness. The individual(s) will be informed of decisions made as soon as possible with confirmation in writing.

The Appeals Committee will record all warnings issued and all meetings resulting from complaints by and against Company members.

COMPLAINTS AGAINST MEMBERS OF THE EXECUTIVE COMMITTEE:

As with every other member of the Society, the Executive Committee and the Council of Management are subject to these guidelines and procedures. If a complaint is raised against a member of either of these committees, that complaint will be dealt with fairly and unbiasedly, and the member in question will not be permitted to sit on the Appeals Committee.

FALSE AND ERRONEOUS COMPLAINTS:

The Appeals Committee will take any and all complaints very seriously. If a member is found to have entered a false or erroneous complaint, the Appeals Committee may choose to take appropriate disciplinary action against the complainant.