



## **EHOS Code of Conduct**

**Society Name:** East Herts Operatic Society (Hereinafter called EHOS)

This document informs members of the above society of the requirements for safe participation in their society activities. Please read it carefully.

EHOS – East Herts Operatic Society does not condone any activities outside the remit of this code of conduct and encourages individuals, in the interests of their personal safety, not to participate in activities not covered by this document.

**Committee:** The committee shall be elected democratically by the members of the Society at the Society's annual general meeting (AGM).

### **The Society committee shall:**

1. Ensure the duty of care to their members within all activities undertaken by the society whilst working within the Health and Safety guidelines of EHOS.
2. Act in accordance with the principles of EHOS's Equal Opportunities Policy and not discriminate on any grounds including but not limited to sexuality, race, gender, age or disability.
3. Make a commitment to providing a quality service to their members.
4. Promote and facilitate the activities and interests of the Society rather than their own interests and activities.
5. Act professionally and responsibly in all matters regarding their EHOS.
6. The Committee has the right to rescind membership and refuse renewal of any member whose conduct or behaviour has, in the view of the Committee, been to the detriment of the EHOS's reputation.

### **The Society Members (ordinary and committee) shall:**

1. Conduct themselves accordingly as representatives of their EHOS.
2. Comply with EHOS' constitution and all other relevant EHOS policies.
3. Respect the rights and dignity of others and ensure that threatening or intimidating behaviour is not tolerated towards other members, contractors, volunteers, staff from all venues or the public.

### **Social Activity**

1. The society's aim is to ensure that every member has an enjoyable time and no pressure be placed on any member to do anything they may not enjoy.
2. The members of the EHOS Committee are responsible for the welfare of all the members and will take necessary measures to ensure that an adequate level of safety is maintained.
3. It is each individual's choice if they attend Society socials. Non-attendance will not be a barrier to full participation in other society activities.
4. All members must respect the rights, dignity and worth of all other society members regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.

### **Facilities**

1. Members are required to abide by the rules and regulations of each and any operator of any external facilities used by the Society.
2. Members should leave the facilities in the condition that they found them in as far as is reasonably practical.

### **Health and Safety Responsibilities**

1. Each individual member should ensure they familiarise themselves with the risks inherent in any activity undertaken and should take every recognised precaution to avoid risk to themselves and others as detailed in the societies risk assessment.

### **Accident Reporting**

1. Any injuries/incidents or near misses must be reported to a member of the EHOS Committee, or in the absences of a Committee member the current Director.



2. Once reported the injuries/incidents or near misses must be recorded in the Accident Report Book with 24 hours.

### **Commitment**

1. Any Members who regularly has unknown absences from rehearsals can be removed from certain scenes or switched to smaller parts at the Director or Production Team's discretion. Repeated absence may result in the Member being removed from the production completely.

### **GRIEVANCE PROCEDURES**

**STAGE ONE:** The grievance should be raised with the Chairman informally. The Chairman will convene meetings with relevant parties to look further into the grievance, if possible within 10 working days of receiving the request.

The Committee will decide if the grievance constitutes Misconduct or Gross Misconduct and if necessary what type of warning should be issued.

If the situation is potentially a disciplinary one the disciplinary procedure will be followed.

**STAGE TWO:** If the grievance is still not resolved to the satisfaction of the complainant s/he must make a written request to the Chairman for stage two (the appeal stage of the grievance procedure.) At this point the committee as a whole will convene a meeting to investigate the complaint.

If the grievance is against the Chairman The complainant should speak to the society's Secretary about how to propose a motion of censure or no confidence at a General Meeting of the society.

**Note:** Whilst every care has been taken in the preparation of this factsheet it is not intended to be a complete guide to the law.

### **INFORMAL GRIEVANCE PROCEDURES**

Complaints where appropriate will be dealt with informally, by discussion with:

- The person concerned, or
- The complainant and the Chairman.

The Chairman may take the matter up with the person concerned if requested to do so by the complainant.

Such informal discussions will not be officially recorded and do not form part of the official grievance procedure.

**Support:** At any stage during this process the complainant can seek support from the Chairman.

This might be to:

- Listen and offer moral support;
- Explain any bit of the procedure;
- Help identify the options open to the complainant;
- Help draft a letter.

### **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 persistent lateness, unauthorised absence and failure to meet known work standards, smoking in non-smoking areas, misuse of props etc.

### **Gross misconduct**



This is the term used for serious misconduct, which may lead to instant dismissal (that is, summary dismissal). Acts that constitute gross misconduct are those resulting in a serious breach of Society rules They include the following:

- Theft, fraud or deliberate falsification of records.
- Physical violence.
- Serious bullying or harassment.
- Sexual harassment or assault.
- Serious insubordination.
- Serious incapability brought about by alcohol or illegal drugs.
- Endangering others through deliberate breach of Health & Safety procedures.

### Types of warning

- **First Oral Warning:** In the case of a minor infringement the person may be given a formal oral warning. They should be told of the reasons for the warning, that it is the first step in the disciplinary process and that 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, the timescale allowed for this and the right of appeal. The warning should also state that a final written warning might be considered if the desired change doesn't occur.
- **Final Written Warning:** Where there is failure to improve the behaviour, or an infringement which is considered sufficiently serious, the person may be given a final written warning. This should include details of the offence and that failure to improve may result in dismissal and the right of appeal.
- **Dismissal or other sanction:** If the behaviour remains unchanged then the sanction imposed may include suspension, dismissal or immediate banning from the Society. The decision to dismiss must be taken by the a majority vote of Committee Members, and the person should be informed as soon as is reasonably practicable and told how to make an appeal. The decision to dismiss must be confirmed in writing and the person has the right on request to have a written statement of the reasons for dismissal.

### Recording

The society will ensure that a record is kept of all written warnings. However, any disciplinary action taken (other than dismissal) will be disregarded after a specified period of time dependent on the severity of the action taken.

- Warnings for minor offences will be valid for two productions.
- Final warnings will remain in force for three productions.

Once the time limits have been passed, warnings will be disregarded in any further disciplinary proceedings. These records will be kept confidential and retained in accordance of the disciplinary procedure and the Data Protection Act 1998, which requires the release of certain data to individuals on their request.