

Stevenage Lytton Players

Disciplinary Policy and Procedure



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Authored by:	SLP Trustees
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1. Purpose and Scope

- 1.1. The Stevenage Lytton Players (SLP) aims to promote fairness, respect, and accountability within the group, and ensure all members understand acceptable standards of behaviour.
- 1.2. This Policy will address concerns about behaviour or conduct by members, volunteers and staff, and will provide a clear and consistent process for resolving issues.
- 1.3. This policy applies to all members, volunteers, staff and anyone representing SLP in any capacity.

2. Policy Statement

- 2.1. The Stevenage Lytton Players is a community-based, volunteer-run theatre group that values cooperation and mutual respect. We aim to resolve issues informally wherever possible. However, where behaviour or conduct falls below expected standards, the Executive Committee may take disciplinary action. All matters will be handled confidentially, fairly, and without bias, ensuring all parties have the opportunity to explain their side.

3. Examples of Misconduct

- 3.1. Misconduct includes, but is not limited to:
 - Disruptive or disrespectful behaviour during rehearsals, performances, events or meetings wherever held.
 - Breach of SLP's Code of Conduct (as found on the society website, and agreed to as a condition of membership).
 - Inappropriate language, discrimination, or harassment.
 - Failure to follow reasonable instructions from committee members or production teams.
 - Misuse of the group's property, funds, or reputation.
 - Unauthorised sharing of society member or member information with third parties.
- 3.2. Serious misconduct (which may result in immediate suspension) includes:
 - Physical aggression or threatening behaviour
 - Bullying, harassment, or discrimination.
 - Theft, fraud, or deliberate damage.

- Serious breach of confidentiality or data protection (GDPR).

4. Informal Resolution

4.1. Where possible, concerns will be addressed informally first:

- (a) The Chair or other member of the Management Committee will meet privately with the individual concerned to discuss the issue.
- (b) The aim is to clarify expectations and agree positive steps forward.
- (c) A brief note of the discussion may be kept for reference but will not form part of a formal record if the matter is resolved.

4.2. If the behaviour continues, or the issue is unresolved or serious, the formal procedure will apply.

5. Formal Disciplinary Procedure

5.1. *Step 1 - Investigation:*

- (a) A nominated member of the Management Committee will investigate the matter fairly and confidentially.
- (b) The individual concerned will be told what the issue is and given a chance to respond.
- (c) Witnesses may be interviewed if relevant.

5.2. *Step 2 - Disciplinary Meeting:*

- (a) The individual concerned:
 - (i) Will receive written notice of the meeting, the concerns raised, and any evidence;
 - (ii) May bring a fellow member or friend for support. This person may provide support and comfort to the individual concerned, but cannot contribute to the meeting itself, unless called upon to do so.
 - (iii) May not bring legal representation without the prior consent of the Chair of the Management Committee.
- (b) The meeting will be conducted by at least two members of the Management Committee (the Disciplinary Committee).

5.3. *Step 3 - Decision and Outcome:*

After considering all information, the Disciplinary Committee may decide to:

- (a) Take no further action;
- (b) Issue a verbal or written warning;
- (c) Temporarily suspend membership or participation of the individual concerned; or
- (d) Terminate membership in serious or repeated cases, in accordance with para 9(4) of the SLP Constitution dated 24 November 2024.
- (e) The outcome will be confirmed in writing within 7 days.

5.4. *Step 4 - Right of Appeal:*

- (a) The individual concerned may appeal in writing to the Chair of the SLP Trustees within 14 days of receiving the outcome.
- (b) An appeal hearing will be conducted by at least 2 Members of the SLP Trustees.
- (c) The appeal decision will be final.

6. Confidentiality and Record Keeping

- 6.1. All disciplinary matters will be treated as confidential. Records will be kept securely by the Secretary and only shared with those directly involved. Records will be retained for no more than 3 years unless further action is pending.

7. Fairness and Equality

- 7.1. The SLP will apply this policy consistently and in line with the Equality Act 2010 and Protection from Harassment Act 1997. No member will be treated less favourably due to age, disability, gender, race, religion, or any other protected characteristic.

8. Reviewing This Policy

- 8.1. The Trustees will review this policy at least annually or earlier if:
 - legal or regulatory changes occur,
 - related policies are updated, or
 - an incident highlights the need for revisions.
- 8.2. Feedback from members may be considered when updating the policy.

Approved by the Trustees of the Stevenage Lytton Players

7 December 2025

Signatories:

I have read, understood and agree to comply with this policy.