

## **Disciplinary Policy**

Musical Connections requires high standards of discipline from everyone associated with delivering its work, whether working on a paid or voluntary basis.

The purpose of this disciplinary policy is to ensure that any concerns over conduct or performance are handled in a fair, consistent and timely manner, with the intention of bringing about an improvement, and to protect the proper operation of Musical Connections and the health and safety of everyone associated with it. The following are examples of conduct/performance that will normally be addressed through the implementation of Musical Connections' disciplinary procedure.

As Musical Connections does not have any employees, this procedure is less complex than would normally be expected for someone who is a paid employee. While we wish to support and to treat fairly all whom we engage to work on our behalf, we reserve the right to terminate contracts as stipulated within them.

Equally, we are only prepared to work with volunteers who are responsive to any concerns we raise with them, and are not prepared to assume ongoing responsibility for individuals whom we are not contractually obliged to support:

- Breaches of Musical Connections' policies and procedures
- Being under the influence of alcohol or drugs while on Musical Connections business
- Bullying, harassment or victimisation
- Discrimination on any of the grounds listed in Musical Connections' Equality and Diversity Policy
- Serious or repeated failure to follow reasonable requests or instructions
- Abuse, misuse, neglect or theft of Musical Connections' property
- Falsification of expenses claims
- Disclosure of confidential information
- Convictions of a criminal offence that undermines a person's suitability for their role
- Provision of false information relevant to a person's suitability for their role
- Unsatisfactory work performance
- Persistent lateness or time-keeping
- Lack of regard for safeguarding procedures
- Disciplinary Procedure

### **Persons authorised to take disciplinary action**

- a. Informal discussion: Project Managers
- b. Formal meeting: Project Managers/designated trustees
- c. Termination of contract/association with Musical Connections: Chair of the Board of trustees or other designated member of the Board of trustees

### **Informal Discussion**

a. Musical Connections will initially try to resolve disciplinary issues informally, by way of an informal discussion with the person involved. Discussion to be minuted and sent to the person involved.

b. The main purpose of the informal talk will be to find a solution to the problem that is beneficial for both Musical Connections and the person involved. The meeting will be minuted and minutes sent to the person involved for approval. Where a solution is agreed upon, this is to be communicated and confirmed by email. If it is a performance issue, monitoring and a subsequent review will take place.

c. In the event of poor performance/time-keeping, a formal meeting will only be held where counselling and further training has failed to produce the satisfactory improvement to performance

### **Formal Meeting**

a. Where there is no improvement in standards within a prescribed time, or if a further offence occurs, the person involved will be invited to attend a meeting with the Project Director and a representative trustee.

b. Where a Project Manager is the person involved, they will be invited to a meeting with the Chair of trustees, and other designated trustees

c. The meeting should be an opportunity for the person involved and the Musical Connections' representatives to discuss the issues or allegations being made, with a view to establishing whether to terminate the person's involvement with Musical Connections.

d. The outcome of the meeting will be communicated in writing to the person involved.

### **Instant Suspension**

In cases of serious misconduct such as those listed below, individuals will be immediately suspended from their duties pending an investigation:

a. Suspected fraud

b. Abuse of position,

c. A criminal offence; any such activity will be reported to the police

Following the findings of the investigation, appropriate action will be taken, potentially leading to the individual's dismissal.

