

Code of Conduct

Agreed by AGM June 2014

1. Introduction

This Code of Conduct sets out the expectations of standards of conduct by Members. It also sets out the procedure to be followed in the event that a member did not meet these expectations.

2. Standards of Conduct

There are three areas of conduct which are covered by this code:

- a) Behaviour towards fellow members.
- b) Bringing the Peacehaven Players into disrepute.
- c) Conduct contrary to the constitution.

a) Behaviour towards fellow members.

All members are expected to treat fellow members with respect irrespective of age, gender, race, religion, sexuality, personal appearance or disability.

Harassment or bullying in any form is never acceptable. It is recognised that these might take many forms such as mild banter, exclusion, actual verbal or physical abuse (this is understood not to be an exhaustive list).

b) Bringing the Peacehaven Players into disrepute.

Discussion of the Players' policies and committee decisions are welcomed.

However, it is expected that members will raise complaints and criticisms within the organisation.

It is expected that members will not engage in spreading rumour or gossip about the Players that is untrue, misleading or scandalous.

c) Conduct contrary to the constitution.

Members must not act in breach of the constitution.

3. Procedures

The Players' believe that an informal approach to the resolution of breaches of this code is desirable.

However, if informal measures do not resolve the difficulty then the following procedure must be followed.

3.1 Formal Hearing

Complaints that the Code of Conduct has been breached must be made in writing to the Secretary. If the complaint is against the Secretary then the Treasurer shall undertake his/her role.

The Secretary must treat the complaint as confidential and conduct an informal investigation. If he/she determines that there may be a case to answer then he/she will convene a Players Discipline Panel (PDP) to consider the case. *See appendix A.*

The PDP must meet within 14 days of the Secretary receiving a complaint.

The panel will hear evidence from the Secretary, the member(s) making the complaint and the member(s) said to have breached the Code of Conduct separately.

Members may bring a fellow member to support them at the PDP meeting but legal representation is not appropriate.

The hearing shall be confidential.

The panel may decide to:

- Dismiss the case
- Issue a warning to the member
- Suspend membership for a specified period of time.
- Withdraw membership permanently.

The decision of the PDP must be communicated to the member in writing with reasons within 24 hours of the hearing.

If the complaint is against the Secretary then the Treasurer shall undertake his/her role.

3.2 Right of Appeal

If the member wishes to appeal against the decision, he /she must write to the Secretary within 7 days of the PDP hearing. The Notice of Appeal must state, whether he/she is appealing against; the conduct of the disciplinary hearing, its finding, the penalties imposed or a combination of these factors.

On receipt of the Notice of Appeal the secretary shall convene the Players' Appeal Panel (PAP) within 7 days. *See appendix A.*

The PAP shall call such persons as it deems appropriate. It is expected that this will include the member appealing who may bring a fellow member to support them (again legal representation is not appropriate) and the Secretary but not members of the PDP. The member making the complaint, if called, may bring a fellow member to support them at the meeting but legal representation is not appropriate.

The PAP may decide to:

- Uphold the decision of the PDP.
- Vary the terms of punishment.
- Dismiss the case.

The PAP must give their reasons in writing within 5 days of the hearing.

This decision is final.

Appendix A Membership of Panels

Players' Discipline Panel (PDP)

This will consist of 3 members. Two of these shall be members of the Committee (other than Secretary and Chair) and the third an independent ordinary member.

Players' Appeal Panel (PAP)

This will consist of the Chair, a Committee member and an independent ordinary member, neither of whom took part in the associated PDP.