

DISCIPLINARY POLICY & PROCEDURE

Chrysalis Arts Development Ltd (CAD) seeks to promote good work relationships and practice. Directors, project managers, artists and anyone responsible for delivering work for CAD individually or collectively, may use this policy and procedure to address disciplinary issues arising in the course of their work with the organisation.

Many potential disciplinary issues can often be resolved informally. Cases of minor misconduct or unsatisfactory performance are usually best dealt with informally. A quiet word is often all that is required to improve an individual's conduct or performance.

CAD engages freelance workers at different levels of responsibility and for different durations dependant on the project or task. The name of the person managing the project or overseeing the task for CAD should be made clear to the worker and vice versa at the outset. The letter, agreement or contract for work with CAD that sets out the role and expectation of the worker should be referred too. The duration and extent of the work being undertaken and still outstanding may have a bearing on the disciplinary action that is appropriate or necessary to take.

Where some form of formal action is needed, what action is reasonable or justified will depend on all the circumstances of the particular case. CAD should deal with issues fairly and consistently, those involved should gather and establish all the facts of the case.

A disciplinary issue arising during a probationary period would need to establish the extent to which the newly appointed worker is suitable for the work they are being expected to undertake.

Procedure

- **Informal Approach**

Project managers, artists and anyone undertaking work for CAD who feel there is a discipline issue arising from the conduct of another worker should contact either their project manager or an executive director of CAD to alert them to the concern and this intervention may be effective in resolving the issue.

Project managers and executive director of CAD responsible for work being undertaken by other workers should monitor the work, and where appropriate offer advice or assistance to reduce the likelihood of a disciplinary issue arising.

Where advice and assistance is offered to the worker by a project manager or executive director of CAD, the worker should be prepared to accept it and act upon it.

- **Formal Approach**

Where informal methods fail, or a serious discipline issue occurs the project manager or an executive director of CAD should issue a letter to the worker stating;

- the nature of the discipline issue and setting out the details of what has occurred
- any action already taken by the manager or exec director to raise concern and/or to resolve the issue
- Any disciplinary action to be taken

Where the worker wishes to discuss the issue or does not accept the disciplinary action to be taken, there should be a meeting.

If this process does not resolve the issue and it cannot be resolved by discussion with the project team or by discussion with the CAD Executive, then this matter shall be referred to the Board of Directors of CAD and any dispute that cannot be resolved in this way shall be referred to ACAS.

Owner
Procedure lead
Formally endorsed by
Last review
Next review

CAD Board
Rick Faulkner
CAD Board
Feb 2023
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