

Conduct and Disciplinary Policy and Procedure for The Studio

Policy

1. Purpose

This policy aims to:

- ensure that all Residents of the Studio (and any third parties who are using the Studio's facilities or attending events hosted by the Studio) treat all staff and other Residents, and any other third parties, with courtesy, dignity and respect, so as to enable a safe, respectful, professional and productive environment for all;
- outline the minimum standards of conduct expected from Residents and other third parties using the Studio's facilities or attending events hosted by the Studio; and
- provide a clear framework for addressing inappropriate behaviour and/or vexatious complaints.

2. Scope

This Policy applies to all Residents of the Studio and any third parties who utilise the office space or other facilities provided by the Studio, and/or who attend events held at or organised by the Studio.

3. Expected Behaviour

We expect high standards of conduct. All those to whom this policy applies, are expected to treat others with respect and courtesy at all times, and to use the office space and other facilities provided by the Studio responsibly. In particular, they must:

- refrain from any form of harassment, discrimination, bullying or other inappropriate conduct, (such as persistent or unfounded criticism);
- comply with all policies and procedures pertaining to the Studio, (such as but not limited to our Complaints Policy and our Health & Safety Policy) and follow all reasonable instructions of the Studio's staff;
- act honestly and refrain from any form of deception, fraud, theft, or similar;
- treat the Studio premises, property and equipment with care and respect;
- avoid submitting complaints that are frivolous, vexatious or without good merit;

- refrain from any conduct which is likely to bring the Studio or Bath Spa University into disrepute.

4. Disciplinary Procedure

4.1 Informal procedure

The Studio may elect to resolve minor issues informally in first instance, through discussion between the involved parties. This may result in an undertaking being required, to confirm that expected standards of conduct will be adhered to going forwards. Residents will be asked to comply fully with any recommended action which impacts on them, and their compliance will be reviewed and monitored as necessary.

4.2 Formal procedure

If the Studio has cause to believe that an individual's conduct has fallen short of what is expected of them, it may implement the following procedure

Step One

An investigation will be conducted to gather facts and determine if there is deemed to be a case to answer. This will normally be a paper exercise, although discussions may be had with those involved to establish facts and relevant information. The Studio may at its discretion elect to suspend a Resident's licence to access the Studio during such time. Any member of the Studio's staff may be tasked with carrying out such investigation.

Step Two

If the investigation determines that an individual's conduct has likely fallen short of the expected standards of behaviour, a 'Disciplinary/Conduct Meeting' will normally be scheduled. The individual will be notified in writing of the meeting and will be given full details of the allegations or concerns that have been made, (in the event that these have not already been provided to them). They will be permitted to bring a representative with them to the meeting if they wish to do so, and they will be afforded an opportunity to present their case and/or any mitigating factors before any further determination is reached. If the individual does not attend the meeting, it may proceed in their absence, although if they are genuinely unable to attend for good reason on the first occasion that it is scheduled, it will normally be re-arranged. The 'Disciplinary/Conduct Meeting' will normally be led by the member of the staff who is carrying out the investigation, unless they are implicated or involved, in which case the meeting will be led by the Studio Manager, or the Studio Academic Lead.

Step Three

Following the 'Disciplinary/Conduct Meeting', if it is determined that the individual's conduct has fallen short of our expected standards of behaviour, a decision will be made regarding the appropriate disciplinary action that the Studio will take. This will normally be communicated to the individual within seven days of the meeting. Possible actions include, for example, a formal warning being issued and/or license suspension or termination.

Step Four

Residents of the Studio have the right to appeal any disciplinary decision taken as a result of a Disciplinary/Conduct Meeting and which involves the suspension or termination of their Studio Resident License, provided that their appeal meets the following grounds:

Grounds for Appeal

To bring such appeal the individual must identify the evidence upon which they wish to base the appeal and that evidence must link to at least one of the three following grounds:

1. That there was procedural error in the conduct of the relevant process which may have caused doubt as to the determination reached.
2. That new evidence has been made available which they could not reasonably have provided during the relevant investigation process.
3. That there was bias during the relevant process which that may have caused doubt as to the determination reached.

All appeals must be made in writing within 10 working days of the outcome having been communicated to them and must be emailed to the Studio's Executive Group. A member of the Studio's Executive Group who was not involved in the Disciplinary/Conduct Meeting will normally determine the Appeal. This will normally be a paper exercise, although further discussions or a further meeting may be held if the Studio deems it appropriate or necessary.

5. Review of Policy

This policy will normally be reviewed annually and may be amended as necessary, to ensure it remains relevant and effective.