



## Code of Conduct

### **Member's Commitment**

I acknowledge that accepting a position as a member of the band involves commitment and a significant amount of time and energy.

I will involve myself actively in the work of the band and accept my fair share of responsibilities, providing I am physically able. This includes, but is not limited to, punctual attendance at rehearsals and performances, attendance at the AGM, private practise, helping to set up and pack down equipment, etc.

If I am unable to attend or expect to be late, I will report to the relevant person as soon as possible. In the event of short notice or last minute unavailability, I will make every effort to inform the MD and all relevant band persons by telephone/text as soon as possible.

When representing the band in a personal capacity, I will acknowledge my underlying responsibility as a member and maintain the band's professionalism and integrity at all times.

I will strive to work as part of a team in which constructive working relationships are actively promoted.

I will act kindly and without prejudice towards other band members and the general public.

I will support the Chair and the committee in their roles and responsibilities to further the future success and sustainability of the band.

I am prepared to support committee members in relation to delegated functions where possible.

I will be mindful of my responsibility to uphold the ethos and reputation of the band.

I will adhere to the band's equal opportunities policy.

### **Member's Conduct**

All band members have a responsibility for safeguarding, and, as such, have a duty of care for each other.

Inappropriate behaviour and language, whether face to face interaction, via social media or as part of any online activity, will not be accepted. This includes, during rehearsals as well as band engagements.

Members will adhere to the band's policies and procedures as set out in the band's governance documents, including but not limiting to safeguarding and health and safety.

In the event that a player has cause of concern regarding the conduct or welfare of another member, they should be reported to the relevant band officer in a timely manner.

Playing members are expected to have their sheet music available at all times for rehearsals and engagements. If for any reason a player cannot attend a rehearsal or engagement, he/she must ensure that the music is forwarded to the band or left with the band in anticipation of their absence.

Band members are expected to assist with the setting up and packing away of chairs, stands and equipment at rehearsals and engagements if able.

Band members should arrive at engagement venues for the time stated wearing the specified uniform.

### **Property Care**

Members are expected to keep their uniform clean and well maintained.

Members who are issued with band property including items of uniform, instruments, liars and mutes will be required to sign the appropriate property register upon receipt of the property. The register will also be signed off when the item is returned to the band.

Members are expected to maintain any property issued to them keeping it clean and in good working order. Any damage or concerns about instruments or other equipment should be reported to the relevant officer as soon as possible. Equipment should also be stored securely when not in use.

Members will return to the band any property issued to them when requested by the executive committee or when leaving the band

Playing members are expected to keep sheet music in good order, within the folders as provided.

Members who wish to borrow individual parts of music from the library will be required to sign the music loan register and return the music at the earliest opportunity.

Members will respect all kinds of incorporeal property such as trademarks and copyrights.

### **Conflicts of Interest**

Members will declare any conflicts of interest should they arise.

Members will record any pecuniary or other business interests that they have in connection with the band's business. If any such conflicted matters arise, they will elect to be absent for the appropriate length of time.

Members will act in the best interest of the band as a whole, and not as a representative of any other group.

### **Confidentiality**

Members will observe complete confidentiality when matters are deemed confidential or where they concern specific band members at all times.

### **Compliance**

Members will protect the band's legality regarding all environmental safety and fair dealing laws.

### **Breaching the Code of Conduct**

In the event that any member of the band does not adhere to this code of conduct or any other band policy, the band reserve the rights to investigate and take the necessary action to protect the integrity of the band and its members.

The investigation will allow the band committee to gain the necessary information relating to the breach. A meeting will then take place between members of the committee and the member involved in the breach of practise. During this meeting, the member will be given full opportunity to put across their side. They will also be entitled to representation from either another member of the band or another suitable representative based on the information given, the committee will then consider any sanctions that are required to further protect the integrity of the band and band members. The member involved has the right to appeal a committee decision. This appeal should be made in writing to the committee within 14 days of being informed of the outcome of the investigation.

The committee will only use dismissal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways. However, if the behaviour or alleged behaviour suggests that the band member may pose a safeguarding risk to children, young people or adults, either in the band or in the wider community, safeguarding procedures will be followed as soon as the allocation or concern comes to light and statutory authorities will be informed as appropriate.

All children and young people attending the band will be made aware of this code of conduct, and it will be explained to them with a parent or guardian present if necessary. Their parent or guardian is to confirm that they have seen, understood and agreed to follow it. They must also be made aware of the consequences if they breach the code of conduct as outlined below.

If a child or young person breaches the code of conduct, the most appropriate sanctions for a minor or first time a breach will be to remind him or her about the code of conduct. Explain what they have done wrong and ask them to comply with it in the future. Children and young

people will be given the opportunity to reflect, enabling them to plan a positive response with support from mentors.

If having followed the above step, the child or young person continues to exhibit inappropriate behaviour. He or she should be referred to the appropriate member of staff who would give them a formal warning; supportive interventions may be needed to be implemented at this stage. The action should also be recorded and parents or carers informed.

Further persistent inappropriate behaviour will result in a more serious sanction being imposed e.g. restrictions or suspension from the band facilities, again supportive interventions may need to be identified or implemented at this stage. Actions should be recorded and parents or carers informed.

If interventions are not effective in helping the young child or person to change his or her behaviour, a further warning may be needed along with further sanctions. At this point, the band will discuss options with their parents or carers and referred to the services for further support.

### **Disciplinary Actions**

The band may have to take disciplinary action against band members and volunteers who repeatedly or intentionally fail to follow the code of conduct. Disciplinary actions will vary depending on the violation and will be the discretion of the chair.

Possible disciplinary actions include

Variable or written warnings

Instant dismissal

Legal action

The band may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.

As mentioned above, if the behaviour or alleged behaviour suggests that the band members may pose a safeguarding risk to children, young people or adults, either in the band or in the wider community, safeguarding procedures will be followed as soon as the allegation or concern comes to light and statutory authorities will be informed as appropriate.

### **Code of Conduct adopted/reviewed**

Signature \_\_\_\_\_ Date \_\_\_\_\_