

## Disciplinary Procedures Policy for Rockit Performing Arts

Rockit Performing Arts (RPA) is committed to maintaining an inclusive, respectful, and discrimination-free environment in accordance with the Equal Opportunity Act 1984 (SA) and the Disability Inclusion Act 2018 (SA). This policy outlines the disciplinary procedures for individuals found in violation of RPA's discrimination and inclusivity policies.

### Purpose

To establish clear, fair, and consistent procedures for addressing violations of RPA's discrimination and inclusivity policies, ensuring a safe and inclusive environment for all members of our community.

### Scope

This policy applies to all students, staff, volunteers, parents/guardians, and visitors involved in any activities or programs associated with Rockit Performing Arts.

### Principles

1. Fairness and Natural Justice: All disciplinary procedures will adhere to the principles of procedural fairness and natural justice.
2. Proportionality: Disciplinary actions will be proportionate to the severity and frequency of the violation.
3. Education and Rehabilitation: Where appropriate, disciplinary measures will include educational components to promote understanding and prevent future violations.
4. Confidentiality: All disciplinary matters will be handled with appropriate confidentiality, subject to legal requirements.

### Disciplinary Procedures

Step 1: Reporting and Initial Assessment

1. Any person may report a violation of RPA's discrimination and inclusivity policies to the Studio Director, Noni Vassos.
2. The Studio Director will conduct an initial assessment of the report within 5 business days.

Step 2: Investigation

1. If warranted, a formal investigation will be conducted by the Studio Director or a designated impartial investigator.
2. The investigation will be completed within 14 days, unless circumstances require an extension.
3. All parties involved will have the opportunity to present their accounts and any relevant evidence.

Step 3: Determination

1. Based on the investigation findings, the Studio Director will determine whether a violation has occurred and the appropriate disciplinary action.
2. The determination will be made within 7 days of the investigation's conclusion.

Step 4: Disciplinary Actions

Depending on the severity and frequency of the violation, disciplinary actions may include:

1. Verbal Warning: For minor first-time offenses.
2. Written Warning: For repeated minor offenses or more serious violations.
3. Mandatory Training: Completion of additional inclusivity and anti-discrimination training.
4. Suspension: Temporary exclusion from RPA activities for a specified period.
5. Termination/Expulsion: For severe or repeated violations, resulting in permanent exclusion from RPA.

**Step 5: Communication and Implementation**

1. The decision and any disciplinary actions will be communicated in writing to the individual(s) involved.
2. For students under 18, parents/guardians will be notified of any disciplinary actions.
3. Disciplinary actions will be implemented immediately unless otherwise specified.

**Step 6: Appeal Process**

1. Individuals have the right to appeal disciplinary decisions within 7 days of notification.
2. Appeals must be submitted in writing to the Studio Director.
3. The Studio Director will review the appeal and make a final decision within 14 days.

**Record Keeping**

Detailed records of all disciplinary procedures will be maintained securely and confidentially by the Studio Director, in compliance with the Privacy Act 1988 (Cth) and South Australian privacy principles.

**Policy Review**

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation.

By implementing these Disciplinary Procedures, Rockit Performing Arts reaffirms its commitment to maintaining a safe, inclusive, and respectful environment for all members of our community. This policy aligns with our core values and supports our mission to use performing arts as a tool for improving the health and wellbeing of our local community while creating social impact.

**Created by: Noni Vassos, Director / Founder, Rockit Performing Arts**

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