



OTT Wrestling Disciplinary Rules and Procedures

Introduction

It is necessary to have a minimum number of rules in the interest of the whole organisation

The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet required standards and not be a means of punishment

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust

The following rules and procedures should ensure that

- The correct procedures are used when inviting you to a disciplinary hearing
- You are fully aware of the correct procedure and the standards of performance. Actions and behaviour required of you as outlined in the OTT Dignity in the Workplace, Code of Behaviour
- Disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner
- You will only be disciplined after a careful investigation of the facts and an opportunity to present your side of the case.
- Other than for an off the record informal reprimand, you have the right to be accompanied by someone, who may act as a witness or speak on your behalf, at all stages of the formal disciplinary process. However, they are not there to answer questions on your behalf
- You will not normally be dismissed from performing / training with OTT for a first breach of discipline, except in the case of gross misconduct
- If you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the findings

Disciplinary Rules

It is not practicable to specify all disciplinary rules or offences which may result in disciplinary action. The following are examples of minor, major and gross misconduct, and a breach of these conditions, procedures and rules etc, outlined the OTT Dignity in the Workplace, Code of Behaviour will result in the disciplinary procedure being used to deal with such matters.

You will be liable to disciplinary action if you are found to have acted in any of the following ways, please note that these are examples only and not an exhaustive list

Rules Covering Minor Misconduct

- Failure to abide by the general health and safety rules and procedures
- Failure to respect the health and safety of your fellow performers/ trainees
- Rudeness, disrespect or verbal abuse towards your fellow trainers, performers or trainees

Rules Covering Major Misconduct

- Unauthorised consumption of alcohol whilst in the school or at a show
- Rudeness, disrespect or verbal abuse to any member of the public or venue staff whilst at an OTT show whether you are working on that show or not
- Failure to carry out all reasonable instructions or follow OTT rules and procedures

Rules Covering Gross Misconduct

- Gross indecent or immoral behaviour, deliberate acts of unlawful discrimination or dangerous acts of harassment or any form of bullying
- Dangerous behaviour, fighting or physical assault
- Incapacity to perform your duties caused by alcohol or drugs
- Taking part in activities which result in adverse publicity to OTT or cause us to lose faith in your integrity
- Destruction or theft of property from any venue or school
- Interference with or misuse of any equipment that may cause harm
- Gross insubordination and/or continuing refusal to carry out legitimate instructions

Disciplinary Procedure

Disciplinary action taken against you will be based on the following procedure

Offence ~ Minor Misconduct

- First occasion ~ Formal verbal warning
- Second occasion ~ 2 week suspension
- Third occasion ~ 2 month suspension
- Fourth occasion ~ Dismissal from all OTT Training and shows

Offence ~ Major Misconduct

- First occasion ~ Formal verbal warning and 2 week suspension
- Second occasion ~ 3 month suspension
- Third occasion ~ Dismissal from all OTT Training and shows

Offence ~ Gross Misconduct

- First occasion ~ Dismissal from all OTT Training and shows, gross misconduct offences will result in dismissal without notice

General Notes

If a disciplinary penalty is imposed, it will be in line with the procedures outline above and full details will be given to you.

In all cases, a warning will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the procedure in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through dismissal if the warnings are not heeded.

We have the right at our discretion and the authority to bypass any step in the disciplinary process if we feel that severity of the action warrants it. We will always be fair in the application of such discretion

You have the right to appeal against any disciplinary action, this can be done by emailing your appeal request to the Talent Liaison at anne@ottwresting.com and your case will be fully reviewed by the OTT management.