



DISCIPLINARY POLICY

This Disciplinary Policy details the procedure that M R Production World Tour Limited ("MRWT/us/we") will follow in the event that corrective and/or disciplinary action is required to address poor performance, or unsatisfactory workplace behaviour or conduct (including misconduct and gross misconduct).

Unsatisfactory workplace behaviour or conduct can damage the effective and harmonious operation of a production. It is essential that the policy and procedure for dealing with instances of such behaviour is clear and understood by all Company Members and that it complies with principles of fairness and workplace law, with a focus on restorative behaviour rather than punishment.

It is every Company Member's responsibility to report suspected gross misconduct for the sake of the organisation's reputation and viability. As a result, it is MRWT's intention that disciplinary matters will be dealt with swiftly, fairly and in line with relevant legislation.

The objective of the policy is to ensure that we can reinforce behaviours that are consistent with, and supportive of our values, our desired culture and the law. In this respect, we recognise that:

- an initial supportive response may be more effective than taking immediate formal corrective and disciplinary action,
- counselling and coaching approaches are used to identify the reasons for conduct, and
- all cases are treated with respect and sensitivity.

Where these responses and approaches are not successful, and formal corrective and disciplinary action is invoked, such actions are intended to be corrective rather than punitive – except where immediate termination of employment is justified.

MRWT also recognises that instances of serious misconduct cannot always be dealt with in a supportive or positive manner.

Who this policy applies to

This policy applies to all MRWT Company Members including, but not limited to:

- Leadership and management (including the Producer, General Management, Company Management, Heads of Department and Deputy Heads of Department);
- Touring actors, musicians, stage managers and technical staff;
- Resident Creative team; and
- Contractors, sub-contractors.

When this policy applies

This policy applies whenever a Company Member is undertaking work on behalf of MRWT, where there is a sufficient connection to the workplace. This may include, but is not limited to:

- All aspects of employment;
- On-site, off-site or after-hours work;
- Work-related social functions (such as opening nights, after parties, award nights and industry events);
- Rehearsals, work-related travel, tours, promotional activities, or training sessions;
- Use of social media and other electronic communication (e.g. emails, text or Whatsapp messages); and
- Interactions with members of the public via any means.

Definitions

Misconduct

Misconduct may include but not be limited to the following:

- misdemeanours, including inappropriate behaviour
- non-compliance with Production policies, including Dignity at Work, Anti-Sexual Harassment, Social Media, and Health and Safety policies
- serious incompetence
- any absence without reasonable cause or timely explanation
- failure to properly discharge responsibilities

Gross misconduct

Gross misconduct is when a Company Member causes serious and imminent risk to the health and safety of another person or to the reputation or profits of our business, or deliberately behaves in a way that is inconsistent with continuing their employment or engagement. Gross misconduct may include but not be limited to the following:

- dishonesty, including theft
- malicious damage to company property
- assault
- fraud
- releasing confidential information to competitors without authorisation
- seriously inappropriate behaviour, including incapacity for work due to being under the influence of alcohol, or in possession/under the influence of non-prescribed drugs; fighting; or sexual harassment
- abusive behaviour including sexist, racist and other oppressive behaviour
- conduct that includes imminent and serious risk to a person's health or safety or serious breach of safe working practices
- breach of local laws and/or customs or any act bringing or liable to bring imminent and serious risk to the reputation, viability, or profitability of the MRWT or associated companies
- serious breach of Production policies including Dignity at Work, Social Media, and Health and Safety policies
- serious neglect of duty
- gross insubordination and abuse
- serious and wilful disobedience

Performance and Conduct Concerns

Poor performance

In the event your job performance is considered unsatisfactory, which could be caused by a lack of either ability or willingness to do your job to the required standard the first recourse will be a performance management programme to address concerns and to see if improvements can be made. Performance management is the responsibility of the individual's line manager or supervisor, in collaboration with Company Management. In the event improvements are not made within agreed timescales, the Disciplinary Procedure may be initiated.

Discipline for misconduct

This is the responsibility of the line manager, Company Manager or General Manager and involves a desire for MRWT to deliver a positive outcome after the investigation.

Discipline for gross misconduct

This is the responsibility of the General Manager.

All gross misconduct, and especially suspected criminal activity at the workplace, must be reported immediately to Company Management. Company Management will immediately escalate the matter to the General Manager who will determine further action, including referral to police and/or other authorities if warranted. Instances of appropriately investigated and proven gross misconduct may lead to summary dismissal.

Company Management and the General Manager will ensure that MRWT's response to alleged misconduct is fair and reasonable by following the steps laid out in the Grievance and Investigations Policy.

Disciplinary Procedure

We will follow the steps in the Grievance and Investigations Policy to investigate allegations of misconduct.

We have the right to enter the Disciplinary Procedure at any of the stages listed below depending on the severity of the incident or conduct being considered.

Verbal Warning

If your conduct or performance of duties is unsatisfactory, you will be given a verbal warning by the Company Manager or General Manager which will be noted and kept on record for one month after which, provided that your service during that month has been satisfactory, it will be disregarded going forward.

Written Warning

In the event of a more serious problem being identified, a recurrence of an offence, or failure to improve following a verbal warning, the Company Manager or General Manager will give you a written warning. This will state the conduct complained of, the improvement required and the timescale for improvement, and how long it will be kept on record or when the next stage of the procedure will be invoked.

Final Written Warning

If conduct or performance of duties is still unsatisfactory, a final written warning will be given making it clear that any recurrence of the offence, failure to improve or other serious misconduct by you may result in dismissal. Only the General Manager or one of the Directors of the Executive Producer may issue a final written warning.

Dismissal

If there is no satisfactory improvement or if further serious misconduct occurs you will be dismissed. Only the General Manager or one of the Directors of the Executive Producer may issue a notice of dismissal.

Summary Dismissal

An act of gross misconduct may result in immediate termination of your engagement (without further pay/pay in lieu of notice). Only the General Manager or one of the Directors of the Executive Producer may issue a notice of dismissal.

Appeals

You may appeal against any disciplinary action or decision to the General Manager. Any appeal must be made in writing within five working days of the decision, setting out the full grounds of appeal. We will hear the appeal and decide the case as impartially as possible. In the event of an appeal against dismissal, providing that both parties agree, a Director of the Executive Producer will hold the appeal unless they have previously been involved in the procedure. In the absence of agreement, or if the Director has been previously involved in the procedure, the appeal may be heard by a mutually agreed third party which shall meet as soon as possible to consider the matter.

Termination of contract

Termination of contract will be a remedy of last resort and implemented only after all other processes and remedies, as outlined in this document, have failed. The final decision on termination resides with the General Manager or a Director of the Executive Producer.

There are situations and events where the right to dismiss an employee or contractor summarily can be exercised but only after consideration of all the facts and circumstances and after the employee or contractor has had a reasonable opportunity to respond, if appropriate, to the allegations. Generally, summary dismissal will be invoked wherever it is unreasonable for the employment relationship to continue.

Other Policies

This policy should be read in conjunction with other relevant company policies, including the MR!TM Commitment to Culture, the Dignity at Work Policy, Grievance and Investigations Policy, and the Health and Safety Policy.

Changes to this policy

MRWT may amend this policy from time to time.

If you require further information or clarification regarding this policy, its content or application, please speak to Company Management.

Review

This Policy was last updated on 14 February 2025