



## **Part A: Members' Code of Conduct**

This Code of Conduct has been drafted in accordance with current guidance and is available to view by all members of Tonbridge Philharmonic Society (the Society) at: <http://www.tonphil.org.uk> It was adopted at the society's 76<sup>th</sup> Annual General Meeting in June 2021. This Code of Conduct should be read in conjunction with the Society's Constitution and Rules and Bye-laws which are available on the Society's website.

### **1. MEMBERSHIP**

Members are expected to support the Society and uphold its aims and values, and to comply with its policies including but not limited to the Safeguarding and Equality policies. They must ensure that they do not harm the Society's standing or reputation or that of any member, and that they do not hinder the work of the Society or its Executive Committee.

### **2. PUNCTUALITY AND ATTENDANCE**

Members are expected to:

- a) be punctual in attending rehearsals and concerts
- b) attend sufficient rehearsals to enable them to be properly prepared for a concert. Typically they should attend at least 75% of applicable rehearsals (according to voice/instrument) for any particular performance. Poor attendance may prevent members from participating in performances
- c) advise their Voice/Section Rep as soon as practicable if they are unable to take part in a particular concert

Where concerns are raised about a member's preparedness to take part in a concert, s/he may be told that s/he cannot perform in said concert (regardless of the number of rehearsals attended).

### **3. CONTRIBUTION AT REHEARSALS**

Members should:

- a) arrive focused and ready to respond to the direction provided by the Music Director
- b) be prepared to practise between rehearsals so as to reach the required standard of performance
- c) understand that they are singing/playing as part of a group and that their contribution is a valuable part of the whole sound of the choir/orchestra
- d) be prepared to help less experienced singers/players in a supportive and appropriate manner
- e) strive to understand the delicate balance between giving a strong musical lead and blending with other singers/players

On occasion members will be selected to sing/play individual parts. This will be done with respect to the needs of the particular performance and is always at the sole discretion of the Music Director.

### **4. RESPECT AND BEHAVIOUR**

The Society aims to create a relaxed and friendly setting in which the members make music, while at the same time maintaining high standards of singing and playing. Relationships between members may exist before joining or may arise later over time. This document provides a framework within which such interactions may be conducted so as to ensure that individuals are treated with respect.

All members:

- a) will conduct themselves in a way that reflects the values of the Society and meets the high standards of the Society

- b) are expected to set an example to other singers/players through good attendance, singing/playing, and behaviour in rehearsals and concerts
  - c) will follow the directions of the Music Director, and/or Society management at all times and respect their decisions
  - d) are expected to behave in a mature, respectful, safe, fair and considered manner
  - e) should respect each other and not make derogatory or other remarks or 'jokes' that could be perceived to be of a personal, sexual, racist, discriminatory, intimidating or offensive nature.
- should treat each other as equals and ensure that relationships with others are kept appropriate at all times, for example:

i) only making physical contact with other members when this is necessary and appropriate for the member's wellbeing or safety.

ii) not behaving in a way that could lead a reasonable observer to question their motivation, conduct, or intentions.

iii) not conducting themselves in an inappropriate way which is to the detriment of the Society or may constitute reputational risk to the organisation or its members;

iv) not attempting to initiate inappropriate relationships with society members.

The Executive Committee is fully committed to safeguarding the welfare of all members by taking all reasonable steps to protect them from physical, sexual or emotional abuse. Members should take advice as soon as possible from a member of the Executive Committee or officer about any incident which could give rise to concern, particularly in relation to the Society's Equality Statement and Safeguarding Policy.

[http://www.tonphil.org.uk/Tonbridge Philharmonic Society Equality statement.pdf](http://www.tonphil.org.uk/Tonbridge%20Philharmonic%20Society%20Equality%20statement.pdf)  
[http://www.tonphil.org.uk/TPS Safeguarding policy 11.2016.pdf](http://www.tonphil.org.uk/TPS%20Safeguarding%20policy%2011.2016.pdf)

A confidential record will be kept of any potential breach of the code by the person to whom the concern is reported. A record of decisions made/further actions agreed will also be kept by the appropriate member of the Executive Committee.

## 5. PROPERTY

All music, tapes, CDs, music stands and other equipment provided to members remain the property of the Society and shall be returned promptly when requested and in good condition. Similarly, all music, tapes, CDs, music stands and other equipment hired, rented or borrowed by the Society and provided to members shall be returned promptly when requested and in good condition.

## 6. COMMUNICATION & MEDIA

All issues relating to Society publicity or activities should be directed to the Executive Committee.

## 7. REMUNERATION

No member will receive remuneration for any activity carried out for the Society unless specifically agreed in advance by the Executive Committee.

Members will not be entitled to a refund of membership fees unless by special agreement by the Executive Committee.

## 8. CRIMINAL OFFENCE OR CAUTION

Members must notify the Executive Committee promptly if they receive a caution or are charged with a criminal offence, or are subject to an investigation (criminal or other) which could raise a Safeguarding concern, or are arrested for any offence which could cause reputational damage to the Society

## 9. BREACH OF CODE OF CONDUCT

- The Executive Committee has the right to refuse participation in rehearsals and performances to a member who is alleged to be in breach of the Code of Conduct in order to allow any necessary investigation to be undertaken unhindered and without prejudice.
- The alleged breach of the Code of Conduct will be reviewed by the Executive Committee as soon as possible and appropriate action taken in accordance with the dispute procedures below (Clause 10).

## 10. DISPUTE PROCEDURES

- After any alleged breach of the code, the Executive Committee may consult with the member, counsel them as to the inappropriateness of the conduct and support them in making changes and issue either a verbal or written warning
- Going forward, if the member has made no change to their behaviour, the Executive Committee will follow the procedure set out in Clause 4 (4) of the Society's Constitution, which may lead to termination of membership of the Society.
- If the alleged breach of the Code of Conduct is considered to be sufficiently serious, the Executive Committee reserves the right to go directly to the provisions in Clause 4 (4)

## 11. DRESS CODE

Members of the choir/orchestra are expected to present themselves for public performances in the prescribed dress for the concert, as communicated by the Choral/Orchestral Chairs or Deputies prior to each concert. Examples of our typical dress code appear under the Members section on our website: [http://www.tonphil.org.uk/TPS Concert dress code for website.pdf](http://www.tonphil.org.uk/TPS_Concert_dress_code_for_website.pdf).

## **Part B: Members of the Executive Committee:**

The work of the Committee on Standards in Public Life resulted in the formulation of seven principles, known as the 'Nolan Principles of Public Life'. The Executive Committee is guided by and has drawn up this code to reflect these principles. In addition to the Code of Conduct applicable to all TPS members, it is the responsibility of Executive Committee members to:

- 1) act within the Society's Constitution, Rules and the law as it applies to the Society.
- 2) act in the best interests of the Society as a whole – considering what is best for the organisation and its beneficiaries, and avoiding bringing the Society into disrepute.
- 3) work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.
- 4) manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- 5) respect confidentiality – understanding what confidentiality means in practice for the Society, its Executive Committee and the individuals involved with it.
- 6) attend meetings and other appointments or give apologies (attendance is expected at a minimum of 75% of scheduled meetings) – considering other ways of engaging with the Executive Committee if unable to attend a meeting.
- 7) prepare fully for meetings and all other activities for the Society – reading papers, querying anything not understood and thinking through issues in good time before meetings.
- 8) actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- 9) act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.