

**Guidelines accompanying:
Haddo House Choral & Operatic Society
Access Policy**

November 2020

Guidelines for dealing with contraventions of Access Policy

If a member's actions contravene the policy:

Should the action be serious, the Management Committee may vote to ask the member to leave. Otherwise:

1. State exactly what action or behaviour must be improved; be specific and cite examples.
2. State the expectation you have (these are to comply with the policy).
3. Identify any support needed.
4. Specify possible consequences if the standards of behaviour you are establishing are not met.
5. Provide links to the policies for the member's reference.
6. Record the meeting, noting all the above points and ask for signature of all parties.

We are committed to reviewing our policy and good practice annually.

This policy was reviewed on: November 2020

Signed:Chairman, HHCOS