

Code of Conduct

Body Politic



- 1. Purpose Statement**
- 2. Teaching and Relationships**
 - a. Inclusion
 - b. Student-teacher relationships
- 3. Personal (Business) Responsibilities**
 - a. Financial Practices
 - b. Professional Growth & Continuing Education
 - c. Sickness Procedure
 - d. Use of Social Media
 - e. Leaving Procedure
- 4. Policies and Law**
 - a. Disciplinary and Dismissal Policy
 - b. Anti-discrimination Policy
 - c. Anti-bullying and Anti-retaliation Policy
 - d. Anti-Sexual Harassment Policy
 - e. Safeguarding Policy
 - f. Health and Safety Policy
 - g. Data Protection Law
 - h. Equality and Diversity Policy
 - i. Alcohol/Drugs Policy
 - j. Lone working Policy

Although most are freelance, for the purpose of this policy, all teachers, managers, assistants, or other people occupying the studio in a professional capacity, representing Body Politic, will be referred to as "staff".

1. Purpose Statement

Body Politic's Code of Conduct applies to all staff at Body Politic, regardless of how often they complete work for the studio. This Code of Conduct is intended to provide specific standards to cover most situations encountered by staff members. Its primary goal is the welfare and protection of our students, staff, dance community, and the public. It articulates the ethical standards that Body Politic staff must follow.

The Code of Conduct is intended to elevate the professionalism and integrity of all staff members by adopting uniform standards for behaviour, while recognising the diversity and creativity of different teaching practices. All staff also bear a responsibility to act as ambassadors for Body Politic in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for Body Politic. All staff members are required to follow the Body Politic Code of Conduct.

2. Teaching and Relationships

Conducting a class

When conducting a class, the teacher's responsibility is to keep everyone, themselves and the building safe. This is done by creating a safe and inclusive environment, as well as following the health and safety procedures. These procedures include:

- Making sure you arrive at least 10 minutes before the start of class
- Ensure all children and young people are entered on the register when they arrive
Never accepting cash payments
- Making sure that classes do not run over time
- Not leaving students in the studio alone

Inclusion

Body Politic is an inclusive, safe space where people can practise free from judgment. On top of the anti-discrimination policy, there are many ways that staff members should include students, as outlined below.

- Make sure you are aware of anyone's injuries/health conditions and offer variations. If you are unaware of how to modify for these participants, please ask them to:
 - Stop if they feel pain
 - Remain within their own bodies' capabilities on that day
- Offer variations for differing abilities
- Consider the language you use when teaching. Everyone's practice will vary, and we don't want to single anyone out or use exclusive language. Please use invitational language.

Student-teacher relationships

We know that teachers can have great friendships with their students. However, as students are paying clients when they are in the studio or online, boundaries are required to make everyone feel safe and happy, including yourselves:

- Treat all students equally, whether they are a close friend or someone new to the studio, everyone should feel welcome and included
- **Don't take photos during the class.** No exceptions
- Teachers shall not engage in harassment, abusive words or actions, or exploit students
- Teachers recognise that the teacher-student relationship involves a power imbalance
- The relationship between a dance teacher and a student is based on trust. To establish and maintain that trust, teachers must be polite, considerate, and honest in their interactions with their students
- Teachers should practise good communication with their students. This involves listening attentively to their students; respecting their point of view, beliefs and culture; and teachers should not allow their beliefs and values to adversely influence their relationship with their students. Teachers shall avoid imposing their personal beliefs on their students
- Teachers shall not exploit the trust of students and their potential dependency but rather, encourage students to find greater inner freedom and agency in their practice
- Any physical contact to students must only be done with full informed, enthusiastic, ongoing and explicit consent

3. Personal (Business) Responsibilities

Financial Practices

Teachers will seek to:

- Comply with all legal and business requirements that apply to their personal business
- Treat other teachers, assistants, students, and other wellness businesses fairly, transparently and honestly in the course of all business dealings

Professional Growth & Continuing Education

Teachers shall maintain and improve their professional knowledge and competence, strive

for professional excellence through regular assessment of their personal and professional strengths and weaknesses, and through continued education and training. Teachers shall stay current with new developments in dance through practice and study. Body Politic will sometimes run CPD courses; teachers will be offered a discount if they would like to attend these courses.

Sickness Procedure

If you are unable to provide the services you have arranged to deliver due to illness or injury, you shall notify Emma-Jane Greig as soon as reasonably practicable, preferably at least 48 hours before the delivery is scheduled. Undelivered services will not be paid, therefore, please remove these from any invoices.

Use of Social Media

Staff members may associate themselves with Body Politic when posting on personal (business) social media accounts however, they must clearly brand their online posts as purely their own. Body Politic will not be held liable for any repercussions the staff members' content may generate. In addition, dishonourable content posted by a staff member, such as anything offensive (in particular toward a protected characteristic), will not be tolerated and may be grounds for dismissal. Any content with direct relation to Body Politic that is posted by a staff member must not contain content which may bring the company's reputation into question.

Staff must not follow or accept followers from students in class on personal social media accounts.

Leaving Procedure

Although staff members are freelance, Body Politic encourages fair and honest treatment, and in return expects the same values. Therefore, Body Politic commits to providing 4 weeks notice when terminating a contract, and expects the same in return from Staff members. These periods of notice will not apply if a staff member is dismissed on the grounds of inefficiency or if the dismissal is the result of disciplinary proceedings.

4. Policies and Law

Disciplinary and Dismissal Policy

Body Politic's Disciplinary Procedure will be used only when necessary and when informal and/or formal counselling and other practices have failed to resolve matters.

Pre-Disciplinary Action

1. Suspension

Suspension is not intended as disciplinary action; rather it is used to remove a member of staff from the workplace to facilitate a "cooling down period" and to

prevent influencing by either party. An employee who has been suspended from duty will receive written confirmation within three days outlining:

- a. The reason for the suspension
 - b. The date and time from which the suspension will operate
 - c. The timescale of the ongoing investigation
 - d. The right of appeal to the studio manager/owner should the suspension last more than 2 weeks
 - e. Any relevant payment arrangements for missed services
2. Counselling with management
- The purpose of counselling is to correct a situation without using disciplinary procedure. If required, the employee must be given clear guidelines as to:
- a. What is expected in terms of improving shortcomings in conduct or performance
 - b. The time scales for improvement
 - c. When this will be reviewed
 - d. The action that will be taken should there be failure to improve

Warnings

A verbal warning is appropriate when it is necessary for the manager in charge to take immediate action against an employee for any minor misconduct.

A first written warning is appropriate when;

- A verbal warning has not been heeded and the misconduct is either repeated or performance does not improve as previously agreed
- An offence is of a more serious nature for which a written warning is more appropriate
- The recurrence or accumulation of an offence, if ignored, will lead to more severe disciplinary action

2 first written warnings will be issued and held on file before a final written warning is issued.

Minor Misconduct

The following misconduct will not be permitted by any employee of Body Politic:

- Persistent lateness and poor time-keeping
- Absence from work, including going absent during work, without valid reason, notification and authorisation
- Smoking within unauthorised areas
- Failure to work in accordance with prescribed procedures
- Incompetence
- Unreasonable standards of dress or poor hygiene
- Failure to observe Body Politic's regulations and procedures

Gross Misconduct

The following misconduct is considered gross misconduct and will not be permitted by any employee of Body Politic. Should any gross misconduct occur, a final warning or dismissal may be warranted.

- Theft, including unauthorised possession of Body Politic property
- Breaches of confidentiality, prejudicial to the interest of Body Politic
- Being unfit for duty because of the misuse/consumption of drugs or alcohol
- Breach of confidentiality/security procedures
- Physical assault, breach of the peace or verbal abuse
- False declaration of qualifications or professional registration
- Failure to observe Body Politic's rules, regulations or procedures
- Wilful damage of property at work
- Incompetence or failure to apply sound professional judgement
- Bribing or attempting to bribe another individual, or personally taking or knowingly allowing another person to take a bribe

Dismissal is appropriate when;

- A staff member's behaviour is considered to be gross misconduct as previously defined
- A staff member's misconduct has persisted, exhausting all other lines of disciplinary procedure

Anti-discrimination Policy

As an organisation, we are committed to anti-discrimination and anti-racism. We are doing our part to actively include people no matter their race, class, ethnicity, gender, sexuality, background and other identifying factors. All staff must agree to follow the anti-discrimination policy, and put into action what you've learned on any inclusion training you have attended with regards to cultural appropriation, language and more.

Anti-bullying and Anti-retaliation Policy

Body Politic takes bullying and harassment of any kind seriously and wants to make sure you feel safe and happy to teach at Body Politic. All staff members must read and agree to the Body Politic anti-discrimination and harassment policy. This policy also outlines the prohibition of any retaliation against those who have raised concerns.

Anti-Sexual Harassment Policy

Every Body Studio believes that sexual harassment is unacceptable, undermines the dignity of an individual, is morally wrong, unlawful and has a detrimental impact on individuals and for the studio. Sexual harassment is unethical, and unprofessional and undermines Every Body Studios' organisational values and aims of creating a friendly, accessible and inclusive movement studio. For these reasons, Every Body Studio takes a zero-tolerance approach to sexual harassment. All staff members must read and agree to the anti-sexual harassment policy.

Safeguarding Policy

Body Politic is committed to protecting children, young people and adults at risk, who attend classes and events held Body Politic and to protect the teachers at the studio. Body Politic is committed to creating and maintaining a safe and positive environment, and we accept our responsibility to safeguard the welfare of all adults at risk, children and young people who attend the studio in accordance with the Care Act 2014.

All staff members must read and agree to the Body Politic Safeguarding policy. This policy also outlines the safeguarding procedures to follow.

Health and Safety Policy

Emma-Jane Greig has overall and final responsibility for health and safety with Body Politic, as well as day-to-day responsibility for ensuring this policy is put into practice alongside all staff members.

All questions regarding health and safety in Body Politic premises should be directed to Emma-Jane Greig in the first instance.

Arrangement for General Policy

Body Politic has processes and procedures in place to maintain a safe working place environment for both customers and staff members. When you start work with us you will receive a health and safety induction and be introduced to all safe practices.

Risk Assessment

All relevant risk assessments for your place of work can be found on site in the health and safety folder, these will all be emailed to you when you begin. You are responsible for reading these assessments, if you need help understanding these please contact Management.

Health and Safety of the Individual Staff Member

The Health and Safety at Work Act requires each staff member 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act.

Employees have equal responsibility with Body Politic for Health and Safety at Work. The refusal of any staff member to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. With a continuing problem, or where an employee leaves themselves or other individuals open to risk or injury, it is classed as Gross Misconduct and will be dealt with accordingly.

Data Protection Law

All staff shall act within the remit Data Protection law, and the Safeguarding Policy. Data protection law allows you to share information when required to identify children and vulnerable at risk of harm and to safeguard them from harm. Data protection law doesn't prevent you from doing this. It simply helps you to share information in a fair, proportionate and lawful way.

Teachers and studio assistants shall respect and protect the welfare of all of their students or clients. Teachers shall keep all personal information disclosed by their students or clients strictly confidential. Teachers shall not disclose personal information belonging to a student or client except (a) to comply with the law or the order of a court; (b) to prevent bodily harm or danger to the client or to others; or (c) where the information has already been disclosed to the public.

All discussions among teachers concerning students or clients shall be conducted in secure, non-public environments. If something is disclosed to you that you are concerned about regarding safeguarding, please refer to the safeguarding policy and refer this to the studio manager or owner.

Equality and Diversity Policy

The Equality and Diversity Policy is dedicated to encouraging a supportive and inclusive culture amongst the whole environment at Body Politic.

It is within our best interest to promote diversity and eliminate discrimination within the organisation. Our aim is to ensure that all individuals are given equal opportunity and that our organisation is representative of all sections of society. Each staff member will be respected and valued and able to give their best as a result. This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All staff members, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.

Body Politic is committed to:

- creating an environment in which individual differences and the contributions of all staff members are recognised and valued.
- creating a working environment that promotes dignity and respect for every individual.
- Not tolerating any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- Promoting equality in the workplace, which Every Body Studio believes is good management practice and makes sound business sense.

- Encouraging anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- make it compulsory for staff members to treat everyone with dignity and respect.
- regularly review all our employment practices and procedures so that fairness is maintained at all times.

Alcohol and Drugs

Body Politic recognises that alcohol and drug abuse related problems are an area of health and social concern while also recognising that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour.

It is therefore policy that staff may not bring to or consume their own alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the workplace. This includes business functions where the employee is representing Body Politic.

Body Politic recognises that a member of staff with alcohol or drug abuse problems needs help and support from their employer while also understanding that it has a responsibility to all its staff members and other stakeholders to ensure that any risks related to this are minimised.

Body Politic does not have the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy Body Politic will seek to assist a member of staff in obtaining such specialist help.

Accordingly, Body Politic policy involves two approaches

- Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.

Lone Working Policy

When working alone, all procedures regarding building security must be strictly maintained. Lone workers are not permitted to allow unknown persons into the building.

If a lone worker feels threatened or uncomfortable, their safety is the top priority. If deemed necessary, the police should be contacted. All incidents must be reported to management promptly.

This lone working policy is designed to prioritise the safety and wellbeing of lone workers in the studio environment. Adherence to these procedures is compulsory to ensure a secure working environment for all staff members.

Contact details and more information

Emma-Jane Greig's contact details are:
Email address: emj@bodypoliticdance.com

Rajpal Pardesi's (Chair) contact details are:
Email - artsrajuk@gmail.com

This document will be given to every staff member, and made available on the Body Politic Website.

This document was last reviewed on: 24/6/2024 by Emma-Jane Greig, Artistic Director & CEO

If you have any comments or would like to speak to us regarding this policy please email info@bodypoliticdance.com
