

Code of Conduct



Harborne Orchestra

Harborne Orchestra is an independent, amateur, community orchestra. Our aims are to learn, practise, rehearse and perform music together for occasional performance with the emphasis on enjoyment for players and audience alike.

As a community we are committed to providing a caring, friendly and safe environment for all of our members and freelancers, and treat all members with respect and dignity. We do not tolerate bias, discrimination, harassment or sexual harassment on the basis of ancestry, citizenship, race, place of origin, religion, creed, sexual orientation, gender, gender expression, marital status, family status, and/or disability.

The Committee is responsible for the day-to-day running and management of the Orchestra's affairs in accordance with the Orchestra's Constitution and Policies (as amended from time to time). It meets at least once a term.

Membership is at the discretion of the Committee and the Conductor.

Members need to complete a membership form, pay the required subscription, be willing to abide by the decisions of the Conductor and Committee, and abide by the member responsibilities set out in the Constitution and this policy.

Membership is generally open to those aged 16 and over, and at a Grade 6 standard or above. On exception members may be below 16 but they must be accompanied at all times by a suitable adult who is aged 18 or over.

Members are responsible for attending rehearsals regularly; practicing music where required; looking after music in their possession which either belongs, or is on loan, to Harborne Orchestra, and returning it to the Librarian when requested; being available for concerts and adhering to the required dress code; and being respectful to the conductor and other members of the Orchestra at rehearsals, concerts, in correspondence and on online media. Members knowing in advance that they will miss a rehearsal, should inform the Secretary whenever possible.

Freelancers are required to adhere to the same standard of conduct as the members.

Subscription is payable in full within three weeks of adoption at the Annual General Meeting, and thereafter within three weeks from the beginning of each term. Anyone who experiences any difficulty with subscriptions should speak in confidence to the

Treasurer. At the Committee's discretion subscription may be waived on a term by term basis if a member is unable to attend due to illness or incapacity.

Music: Sometimes music may be borrowed or hired from other orchestras or libraries for which a deposit may be required. The cost of any overdue music or replacements for losses or damage will be charged to the individuals to whom it was issued.

Concert Dress: Dress codes for formal concerts is Ladies, white top, black skirt or trousers, black shoes; Men, black dinner suit if possible, or dark lounge suit or dark jacket and dark trousers, white shirt, black bow tie, black shoes. Concert dress may be varied by the Committee for less formal or special occasions.

Insurance: The Orchestra is insured for Public Liability and Contents. There is no personal accident or instrument insurance; members and freelancers attend rehearsals and concerts at their own risk.

Constitution, Policies and procedures: General purpose Risk Assessments have been undertaken. Policies are in place for Safeguarding and Data Protection. The Committee reviews and updates these as necessary. Copies of these and of the Orchestra's Constitution are available on the Orchestra website at <http://www.harborneorchestra.com>

Annual General Meeting: The AGM is normally held in September following a shortened rehearsal. At the AGM subscriptions are set and Committee members elected as necessary.

Misconduct: All members and freelancers should feel able to inform a member of the Committee if they are being harassed, bullied or discriminated against. When such behaviour, or other misconduct, is brought to the Committee's attention, they will endeavour to take prompt and effective action. The following steps may be taken when dealing with incidents of misconduct:

- If harassment, discrimination, bullying or other misconduct is suspected or reported, the incident will be notified to all Committee members.
- A clear and precise account of the incident will be recorded by the Chair and investigations will take place. If the allegation of misconduct is against the Chair this will be conducted by another Committee member.
- All Committee members will be kept informed, and if the misconduct persists the Chair and one other Committee member will meet with the person against whom the allegations have been made. If the allegation is against the Chair this will be conducted by two other Committee members

- Measures will be taken as appropriate, and in consultation with all parties concerned, which can include the person suspected of misconduct being asked to leave the Orchestra.
- If necessary and appropriate, police will be consulted.
- If any Committee member is the person who has an allegation of misconduct against them then they will not be included in conducting the investigation and decision making process.