

DISCIPLINARY PROCEDURES

All instructors/helpers are expected to work in a safe, efficient and effective manner and to follow/adhere to the various Genesis Martial Arts policies, procedures, rules and other regulations/codes of practice etc. which may be in place at the time of teaching. Failing to adhere to any of these policies or procedures etc. may result in disciplinary action.

Genesis Martial Arts recognises that on occasion disciplinary action may be necessary to encourage improvement in individual behaviour and performance.

Any instructor/helper failing in their duties will be given an improvement notice by a Director. The Director will arrange to meet with the individual to discuss how the identified issues can be resolved in order to raise their current standards of performance. The Director will record this meeting and set a time period for the individual to implement the actions identified within the improvement notice. A copy of the improvement notice should be signed by both the Director and the instructor/helper as an agreement of both parties in this process.

If the individual fails to keep to the agreement then further disciplinary action will be taken. Further investigation will be undertaken by a Director who will be presenting this evidence to a panel of senior instructors.

On presenting this evidence if the panel decide that further action is required then a formal written warning will be issued to the Instructor/helper.

Continued failure to perform their duties as an instructor/helper to the required standards of Genesis Martial Arts will result in a final written warning being issued.

Further failure following a final written warning and/or gross misconduct may result in dismissal from Genesis Martial Arts.

Note: Gross misconduct could include, but is not limited to; theft, physical violence or gross negligence etc.

