



**Fourth Monkey**  
Actor Training Company

## Disciplinary Action Procedure

The following disciplinary policy for Fourth Monkey students is operated at the discretion of Fourth Monkey.

1. Verbal warning issued by the Operations Co-ordinator, followed up by an email to the student to record date given.
2. Verbal & Written warning issued by the Operations Co-ordinator
3. Meeting held with the Director of Training & the Head of Year.
4. Meeting held with the Director of Training & Artistic Director (dismissal from training at the discretion of the Director of Training & Artistic Director. Alternatively, learning plans are agreed with the student to enable them to be retained, monitored and supported in their attendance and commitment to training).

The above steps are implemented for:

1. 1 x unauthorised absence OR 3 x late arrivals in one term
2. 2 x unauthorised absences OR 4 x late arrivals in one term
3. 3 x unauthorised absences OR 5 x late arrivals in one term
4. 4 x unauthorised absences OR 6 x late arrivals in one term

OR anything classed as inappropriate conduct, illegal activity or abuse based on any grounds.

Fourth Monkey reserves the right to implement stages 3 or 4 of the disciplinary action policy depending on the severity of a situation, especially in cases where an instance could put staff, practitioners, students, the individual(s) in question, the building and/or wider community at risk.

