

Naya's Trance Belly Dance

Discipline Policy

Naya's Trance Belly Dance has a progressive discipline policy. The goal of the progressive discipline system is to give the dancer an opportunity to correct problems that may arise, rather than to punish dancers.

The dancer will be kept informed of troupe rules and the dancer is expected to follow them.

The following is a list of conduct for which progressive disciplinary action may be taken:

- being tardy habitually
- excessive absenteeism
- leaving rehearsals and/or business meetings early or not being ready to start rehearsals and/or business meetings on time
- lack of application or effort
- negative or counter-productive attitude, behavior, or conduct
- violations of policies outlined in sections of this policy manual
- malicious gossip and/or the spreading of rumors about troupe dancers

Immediate Disciplinary Action

Naya's Trance Belly Dance believes that engaging in certain types of misconduct should subject a dancer to immediate suspension or discharge, rather than allowing opportunity for correction of behavior through progressive discipline steps. The following is a list of conduct for which immediate disciplinary action may be taken:

- reporting for troupe rehearsals, events or performances in an intoxicated condition
- possession of illegal or controlled substances at troupe rehearsals, events or performances
- failure to attend scheduled engagements
- loss or damage of troupe costumes, props, music, and other assets due to neglect or misuse
- use of troupe choreography without consent
- violation of belly gram and belly dance party booking policy
- violation of private practice policy
- insubordination
- theft of troupe assets or monies

Disciplinary Steps

Should there be a problem regarding a dancer's adherence to Naya's Trance Belly Dance rules, the dancer may be given opportunities to change the unwanted behavior. Examples of progressive steps are as follows:

1. The dancer will be given a verbal explanation of the errant behavior, including a reiteration of what Naya's Trance Belly Dance rule is regarding that behavior is. In addition, the dancer will be advised of the consequences of further infractions of the rule in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.
2. If the problem persists, the dancer will be given a written explanation of the errant behavior, including a reiteration of what Naya's Trance Belly Dance, LLC rule is regarding that behavior is. In addition, the dancer will be advised that continuation of the problem will lead to suspension from troupe for a stated period of time. As before, the dancer will be given an opportunity to change the unwanted behavior and, if the behavior does not recur, no further disciplinary action will be taken.
3. If verbal and written warnings fail to bring about a change in the undesired conduct, the dancer will be suspended and will be informed that further occurrences of the conduct will lead to the dancer's immediate discharge, without additional warnings.

Naya's Trance Belly Dance reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

Dancers who are suspended from Naya's Trance Belly Dance as the result of disciplinary action may not use troupe assets and creative holdings during the period of suspension.

Dancers who are terminated from Naya's Trance Belly Dance as the result of disciplinary action may not use troupe assets and creative holdings.

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