

Code of Conduct

The u3a movement is dedicated to providing an environment based on equal opportunity in a competent and ethical manner to Third Age members in a trustworthy, fair and honest manner so that all members can participate in u3a programs and activities and feel safe and valued. Furthermore, as a registered charity, Leigh & District u3a is bound by the UK Charity Commission regulations.

Purpose

The purpose of this policy document is to provide a framework for all members and visitors to operate within, and a process whereby, if there is a breach of this code of conduct, people feel that they can complain and the complaint can and will be dealt with in an appropriate and transparent manner.

Policy

Leigh & District u3a commits itself to operating within this code of conduct for the benefit and protection of the organisation as a whole and of its members' personal rights.

Code of Conduct

Every member of Leigh & District u3a has the right to:

- Feel safe and respected when attending groups and events
- Have a supportive and positive learning environment
- Participate in social, learning and recreational activities without fear of harm or upset by virtue of other members' or visitors' unacceptable behaviour
- Make a complaint and receive prompt and fair resolution
- Have knowledge of and access to guidelines, policies and procedures adopted by Leigh & District u3a and The Third Age Trust, as appropriate

Every member of Leigh & District u3a has the responsibility to:

- Not to engage in activities or make comments that are viewed as inconsiderate, uncourteous and disrespectful
- Show respect, courtesy and consideration to everyone
- Feel safe and respected
- Act and speak respectfully and carry out activities in an appropriate manner
- Help to create an inclusive learning environment
- Report actual or unsafe situations or conduct
- Maintain positive relationships
- Understand and follow the organisation's guidelines, policies and procedures
- Promote Leigh & District u3a in a positive manner and refrain from harming the organisation's reputation or relationship by making inappropriate comments or actions
- Not to contact Group Facilitators or Committee members at unreasonable times of the day/night (i.e. not before 9am or after 8pm)

What is inappropriate behaviour?

Inappropriate behaviour can be defined as:

- Any behaviour that breaches the rights or the health and safety of other persons to participate in any group or activity organised by Leigh & District u3a
- Failure to comply with a reasonable request from Group Facilitators, Committee Members or Event Organisers
- Failure to comply with a directive relating to health and safety
- Acting in an inappropriate manner (shouting, swearing or being abusive in any way)
- Any verbal abuse or threats of assault on another member
- Entering any property or location used by Leigh & District u3a when they are not entitled to do so
- Conviction of a criminal offence which has or may affect other u3a members
- Any behaviour, which in the view of the Committee amounts to racism, sexual harassment, discrimination under the Disability Discrimination Act, discrimination on the basis of gender, race, ethnic origin, religious or political beliefs, sexual orientation

This policy document does not differentiate between threats, intimidation or harassment of any sort. Leigh & District u3a supports the rights of its members to be part of an environment free of harassment of any kind.

What is harassment?

Harassment is a wide range of deliberate or unintentional behaviour which may intimidate, humiliate or offend and which are unwelcome and unwanted.

Procedures

The principles set out in this code of conduct are intended to apply to all u3a related activities and a breach may result in a disciplinary action being taken, in line with these procedures.

Where a person believes they have been subject to treatment or conduct that is a breach of this code of conduct he/she may lodge a complaint with Leigh & District u3a either verbally or in writing as soon as possible following the incident.

Similarly, where a person believes they have heard comments or witnessed conduct that amounts to a breach of this code of conduct he/she may lodge a complaint with Leigh & District u3a either verbally or in writing as soon as possible following the incident.

Where a complaint is made every endeavour will be made to balance the right of the person subject to the complaint and their right to know full details and possibly the desire of the complainer to remain anonymous.

The complaint will then be logged and the complaint passed to the Chair (or Vice Chair) as the investigating officer. All complaints will be dealt with according to the Leigh & District u3a Complaints/Grievance Procedures.

It is hoped that incidents and complaints can be dealt with swiftly and amicably. However, if the reasons for the complaint continue, then the investigating officer can issue a written warning to the member/visitor.

This written warning will contain details of the allegation and the Leigh & District u3a Code of Conduct.

If the situation persists and the perpetrator does not amend their actions, then the Chair (or Vice Chair), as investigating Officer, in consultation with at least two other Committee members, can bar the perpetrator from meetings/events.

The incident/s will then be taken to the next meeting of the Committee where there is a quorum and if the committee so decide, the perpetrator can be excluded as a u3a member.

Adopted:6/08/2020

Amended:12/10/2020