



## Code of Conduct for all members

Every group, business and organisation depends on good relationships. Here are measures we have put in place to make sure our U3A stays strong and healthy.

Like all U3As, North Wilts U3A is built around interactions between people. All of us have roles here whether as participants, group leaders, administrative coordinators and helpers, committee and working group members. We also have important relationships with outside people, particularly the staff of the venues where groups are held and our coach drivers. It is the thoughtful and mindful communication and cooperation between all these parties that makes North Wilts U3A run so smoothly and well. We wish and need to keep it that way.

Your committee has developed the following Code of Conduct (based on other U3A's similar policies and procedures) to make sure that all of us, in whatever role we are acting, but especially as members, are aware of our responsibilities to each other and to North Wilts U3A. Also provided in other documents are guidelines for making and dealing with complaints or grievances, should they arise.

As a self-funded, member-based organisation, North Wilts U3A expects that all members will behave in a courteous and civilised manner at all times in all dealings relevant to North Wilts U3A. As a condition of membership of North Wilts U3A, you therefore agree to abide by this Code of Conduct by:

- a) Participating in North Wilts U3A activities in a respectful, inclusive and positive way at all times.
- b) Being honest and ethical in all dealings with North Wilts U3A, its members and other related organisations.
- c) Showing respect, courtesy and consideration to everyone with whom you deal with in North Wilts U3A, related organisations and the general public in relation to U3A activities.
- d) Observing strict confidentiality regarding organisational and members' personal information to which you may have access and never disclosing contact details of any North Wilts U3A member or Group Leader to anyone without their permission.
- e) Avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, race, gender, sexuality, culture, religion, age and mental or physical disability.
- f) Not engaging in behaviour that is inappropriate, disruptive or intimidating, such as would breach the rights of other persons to participate in a group/event or to carry out their designated role.
- g) Preserving the wellbeing and safety of members and the organisation by:
  - I. Participating safely in each group or activity, and abiding by any reasonable directive or prerequisite specified by the organiser for that participation.
  - II. Refraining from activities or comments that promote a personal business, product or cause, or that would place others in a vulnerable situation either financially, physically or psychologically.
  - III. Not causing any wilful damage to North Wilts U3A equipment, materials, facilities, or those of other venues or suppliers we use.
- h) Promoting North Wilts U3A in a positive way, refraining from harming the organisation's reputation or relationships by any inappropriate or untrue comment or action.
- i) Abiding by this and all other North Wilts U3A policies and procedures from time to time in place, and the North Wilts U3A constitution as well as the objectifs and principles of The Third Age Trust.
- j) Following the North Wilts U3A Grievance Policy & Procedure (see relevant document) if dissatisfied, and abiding by decisions thus made.

November 2019