

# Code of Conduct Policy



## 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.

## 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

Preston and 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 Preston and District u3a has the right to:

- Feel safe and respected when attending groups and events.
- Show respect, courtesy and consideration to everyone.
- 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 Preston and District u3a and The Third Age Trust, as appropriate.

Every member of Preston and District u3a has the responsibility to:

- Not engage in activities or make comments that are viewed as inconsiderate, discourteous and disrespectful.
- 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 organisations guidelines, policies and procedures.

- Promote Preston & District u3a in a positive manner and refrain from harming the organisations reputation or relationship by making inappropriate comments or actions.

*What is inappropriate behaviour?*

Inappropriate behaviour can be defined as:

- Any behaviour that breaches the rights as well as health and safety of other persons to participate in any group or activity organised by Preston and District u3a.
- Failure to comply with a reasonable request from Course/Group Leaders, 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 Preston and 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 Management Committee amounts to racism, sexual harassment, discrimination under the Disability Discrimination Act, discrimination on the basis of gender, race, ethnic origin, religious, political beliefs or sexual orientation.

This policy documents does not differentiate between threats, intimidation or harassment of any sort. Preston and 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 uninvited.

## **Procedures**

The principles set out in this code of conduct are intended to apply to all u3a related activities and a breach will 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 contact he/she may lodge a complaint with Preston & District u3a, Business Secretary, 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 within 7 days.

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

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

If the situation persists and the perpetrator does not amend their actions, then the Chair, as Investigating Officer, in consultation with at least 2 other Committee members, can bar the perpetrator from meetings/events.

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

**Adopted November 2017**  
**Reviewed and Updated January 2024**  
**Next review date January 2027**

Related documents:

- Complaints Procedure
- Grievance Procedure
- Disciplinary Procedure