

Sleaford U3A Code of Conduct

Sleaford U3A starts with the premise that all members will treat each other with respect and dignity and refrain from any form of harassment, bullying or abuse.

From time to time members may have disagreements and it is expected that in the first instance members will resolve those issues between themselves. However if this proves to be unsuccessful and a member wishes to progress the matter then they should proceed as follows.

Who should a complaint be made to?

Any matter of complaint regarding a member of a group should in the first instance be reported to the group leader who will attempt to resolve the matter between the parties concerned. The group leader may with the consent of the parties invite the Group Co-ordinator to attempt to resolve the issue.

If the complaint concerns the group leader, then the complaint should be made to the Group Co-ordinator who will take all necessary steps to resolve the complaint to the satisfaction of all parties.

Any complaint made about a member of the executive committee should be investigated by the Vice Chair unless the complaint is levelled at that person.

Complaints made about the Chair should wherever possible be investigated by the chair of a neighbouring U3A in order to demonstrate independence.

What records should be kept?

In line with Data Protection law information concerning such complaints should only be kept for the time necessary to resolve the issue and should not be shared with any person not involved in the complaint or investigation.

Resolution of serious issues

From time to time a matter may be regarded as so serious that a member may be asked to leave the Sleaford U3A and their membership terminated. In such cases the advice of the Regional Trustee should be sought

The role of the Chair

The chair will not be party to the investigation of any complaint as they may have to act as arbiter if there is an appeal against a sanction to resign.

Matters involving the allegation of crime in any form should be reported to the police for investigation.