



Code of Conduct for Members of Stoke-on-Trent South U3A

This Code of Conduct is an agreement between the organisation and each individual member, and clarifies the standard of behaviour expected.

Stoke-on-Trent South U3A is built around interactions between people. All of us have roles whether as participants, group leaders, or committee / co-opted members. We also have important relationships with outside people, particularly the staff at venues where group meetings are held. It is these excellent relationships that enable Stoke-on-Trent South U3A to operate smoothly.

Your committee has prepared this Code of Conduct to ensure that everyone is aware of their responsibilities, both to each other, and to the organisation.

Code of Conduct

As a self-funded, member-based organisation, Stoke-on-Trent South U3A expects that all members, group leaders, and other volunteers will behave in a courteous and civilised manner in all dealings relevant to the organisation.

As a condition of your membership of Stoke-on-Trent South U3A, you are required to abide with this Code of Conduct, by:

- a) Participating in Stoke-on-Trent South U3A activities in a respectful, inclusive and positive way at all times.
- b) Being honest and ethical in all dealings with Stoke-on-Trent South U3A, its members and other related organisations.
- c) Showing respect, courtesy and consideration to everyone with whom you deal within Stoke-on-Trent South U3A, related organisations, and the general public, in relation to U3A activities.
- d) Being punctual and reliable in attending U3A group meetings, events or other commitments and, wherever possible inform the group leader of non-attendance.
- e) Observing strict confidentiality regarding organisational and members' personal information to which you may have access, i.e. follow strictly the Stoke-on-Trent South U3A Privacy Policy.
- f) Avoiding all forms of discriminatory behaviour with regard to nationality, ethnicity, race, gender, sexuality, culture, religion, age and mental or physical disability.
- g) Not engaging in behaviour that is inappropriate, disruptive or intimidating, which would breach the rights of other members.
- h) Not engaging in any form of gambling or consumption of alcohol in any group activity or otherwise, unless expressly authorised by the group leader, (or event organiser).
- i) 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 group leader, (or event organiser).
 - II. Refraining from activities or comments that promote a personal business, product or cause, or which would place others in a vulnerable situation, either financially, physically or psychologically.

- III. Not causing any wilful damage to Stoke-on-Trent South U3A equipment, materials, or facilities, and similarly those of other venues that we use.
- j) Promoting Stoke-on-Trent South U3A in a positive way, refraining from harming the organisation's reputation or relationships by any inappropriate or untrue comment or action.
 - k) Abiding by this, and all other Stoke-on-Trent South U3A Policies and Procedures adopted by the committee, together with the Stoke-on-Trent South U3A Constitution, and the Objects and Principles of The Third Age Trust.