

South Lakes U3A (Charity number 1030281)

Disciplinary Policy

This policy has been agreed by the SLU3A committee in order to comply with our governance responsibilities. It is hoped that it will never need to be used. It should be read in conjunction with our safeguarding policy and is based on guidance from the Third Age Trust.

In the event of alleged mis-conduct that adversely affects other members' enjoyment or participation in a U3A activity that cannot be resolved within the relevant interest group, the committee will:

1. investigate the allegation
2. if it is deemed to be a disciplinary matter the disciplinary policy will be applied as follows:
 - Level 1- a verbal warning about future conduct by an elected officer with another officer present, which should be confirmed in writing.
 - Level 2 - a written warning which clearly states what will happen if the situation is repeated'
 - Level 3 - a final written warning
 - Level 4 - exclusion from an interest group
 - Level 5 - termination of U3A membership.

For most problems the process will start at level 1. However, in the case of an extremely serious proven misdemeanour, for example,

- Sexual/racial abuse, discrimination, harassment, bullying.
- Dangerous or violent behaviour.
- Falsification of expense claims.
- Theft
- Malicious damage
- Conduct which brings the U3A into disrepute or is prejudicial to the U3A or the running of the U3A, the committee has the right to move immediately to Levels 3, 4 or 5.

RIGHT OF APPEAL

Before a member is excluded from an interest group or has his/her membership terminated, a right of appeal will be offered. An appeal, providing it is lodged within a 7 day period, can take the form of written representation for the committee to consider or a request for a right of reply. If it is the latter, a meeting of the whole committee should be called and the member in question should be asked to attend and can be accompanied by a friend who may also speak in a personal capacity. The whole issue should be summarised and then the member given the opportunity to speak, along with the supporter if so desired. In both cases, the committee will review its decision, taking into account any mitigating circumstances, and then make a final decision, which must be communicated in writing.

- **Every action taken by the committee in relation to this policy will be fully documented**
- Problems and grievances will be dealt with quickly and fairly.
- Everything possible will be done to settle issues without having to resort to formal disciplinary action.
- Confidentiality will be maintained at all times.

Approved by Committee November 2017