



## Member Code of Conduct for Basingstoke - Old Basing u3a

### Purpose

The Code of Conduct clarifies the standard of behaviour expected from each u3a member and the procedure to be followed in cases of breach or suspected breach.

### Scope

Relevant to all u3a members.

### Code of Conduct

- Members are expected to know, follow and promote the principles of the u3a movement at every opportunity.
- Members must always act in the best interests of Basingstoke – Old Basing u3a and the u3a movement, strive to uphold its reputation and never do anything which could bring our, or any another u3a, or the u3a movement, into disrepute or expose it to undue risk.
- Members are expected to use Basingstoke – Old Basing u3a's resources responsibly and only to further our u3a's charitable Object as set out in our Constitution.
- Members are expected to abide by Basingstoke – Old Basing u3a procedures, practices and policies, regardless of whether these conflict with their personal views.
- Members are expected to treat each other with dignity and respect at all times.
- Adherence to the above is a condition of membership of Basingstoke – Old Basing u3a.

### Disciplinary Procedure Summary

When any suspected breach of the Code of Conduct occurs:

- the Chair should be informed immediately
- all actions should be documented
- the Chair should ensure that steps are taken to de-escalate the situation
- where possible, issues should be settled without resorting to formal action
- the Chair should seek support from the Regional/National Office if required
- confidentiality should be maintained
- members involved should be informed of any involvement of other parties
- decisions will be made based on facts and evidence.



If an informal process does not resolve the matter, a letter will be sent to the member who is alleged to have breached the Code of Conduct for the purpose of informing them:

- they are the subject of a formal disciplinary procedure
- what constitutes the alleged breach of the Code of Conduct
- that they should respond to the alleged breach in writing
- of the date of the breach hearing conducted by a subcommittee of the Committee
- that they can attend the breach hearing to state their response in addition to their written response.
- that they may bring a companion, who will also be bound by confidentiality.

As a result of the breach hearing, the subcommittee will recommend appropriate action for the Committee to take in accordance with the Code of Conduct. The Committee will take their decision and promptly inform the member concerned.

Version	Description of changes	Date
2	Updated formatting	18-Oct-21
3	National policy personalised to Basingstoke – Old Basing u3a	03-Nov-22
3.5	Change website address	29-Aug-23
4	Updated to include summary Disciplinary procedure Minor wording changes and clarifications	23-Dec-24

**Next policy review date: December 2026**