

Cardiff U3A

Member Code of Conduct

Scope: the statement of conduct expectations for everyone involved in Cardiff U3A - individual Members, Group Convenors, Committee Members, Trustees.

It applies mostly to conduct whilst engaging directly in normal internal U3A activities - but also to situations outside them which may have direct or indirect effects upon the reputation and viability of Cardiff U3A.

Purpose: to give everyone the clear standards of conduct that are expected whilst engaging in U3A activities. It also gives clear guidelines against which to judge breaches of those standards – such as in situations of complaints and/or disciplinary matters.

Conduct expectations: it is expected that everyone will do the following things to make sure that there are high standards of conduct:-

To treat each other at all times with dignity and respect whilst engaged in approved local activities.

To abide specifically by Cardiff U3A's Equality, Diversity and Inclusion Policy (see below #).

To use Cardiff U3A's resources, and those of others during their activities, responsibly and for U3A purposes only.

To abide by all other Cardiff U3A Policies and Procedures.

To act generally in the best interests of Cardiff U3A and the U3A Movement as a whole - in particular, never to do anything which could bring any U3A organization into disrepute or expose them to any undue risk.

To notify to the Executive Committee any significant cases where it is considered that any of the above expectations of appropriate conduct have not been met. See the links below to the correct ways of dealing with such matters.

Related Cardiff U3A Policies and Procedures: the Committee has designed and written documents setting out the ways this Code will be applied in practice. With these, Members can be confident that – in the unfortunate circumstances of the Code being alleged to have been broken – such matters will always be dealt with transparently, fairly and speedily.

These Policies and Procedures can be viewed at the U3A Cardiff Website:-

- Policy relating to Complaint and Disciplinary Matters
- Complaints Procedure
- Disciplinary Procedure
- Equality, Diversity and Inclusion Policy (#)

If there are any questions of clarification, they should be directed to a Member of the Executive Committee.

July 2020

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