

BALLYMONEY u3a DISCIPLINARY POLICY

Ballymoney u3a is a self-help organization and while some members will contribute more actively than others, all members are expected to treat each other with respect and to behave in a manner which helps the smooth running of events and activities.

The behaviour, or conduct, of an individual may sometimes appear to be causing problems or lead to complaints from other members. This policy details how such situations will be handled and provides guidance to members and in particular to Activity Leaders on what to do if they have concerns about an individual's behaviour.

The policy is based on the principle that a speedy resolution should be found which treats all members impartially and with respect. Confidentiality will be maintained. No disciplinary action will be taken until there has been a full investigation into any alleged incident.

INFORMAL STAGE

In the first instance, members should try to resolve any concerns on an informal basis by discussing the perceived problem with the individual involved. If the member feels unable to do this, they should ask the Activity Leader or a Committee Member to do this on their behalf. This may resolve the situation. Where it does not, or if there are further problems, a Committee Member should be informed so that a more formal procedure can be applied.

FORMAL STAGES

- The Committee Member receiving the report must inform the Chairperson, who will appoint a team of two Committee Members [not the Chairperson] to investigate. They will arrange a meeting to discuss the issue with the individual under investigation as soon as reasonably practicable. At this meeting, the individual shall have the opportunity to state his/her case and to be accompanied by another member if they so wish.

- The team hearing the case will conduct any further investigation deemed necessary and then inform the individual in writing of their decision and what disciplinary action, if any, is to be taken. Possible outcomes are –
 - *Misconduct not found* – no further action
 - *Minor Misconduct* – verbal warning, record to be kept for one year
 - *Major Misconduct* – written warning, with or without suspension
 - *Gross Misconduct* – withdrawal of membership

- If the member is not satisfied with the outcome, they may appeal in writing within one week to the Chairperson, stating the basis for appeal.

- The Chairperson will then convene a further meeting, as soon as reasonably practicable, at which the individual may again be accompanied by another member if they so wish. The Chairperson will be accompanied by the Vice-Chairperson or another Committee Member [who was not involved previously]. They will then conduct any further investigation deemed necessary and inform the individual in writing of the final decision.

APPROVED BY: BALLYMONEY u3a COMMITTEE, ON BEHALF OF BALLYMONEY u3a.

DATE REVISED/UPDATED: 28 09 2021

SIGNED: CHAIRMAN:

John W D Pinkerton

NB: Signed copy held on file.