



DISCIPLINARY POLICY

INDEX

Key topics include:

- Implementation and operation of the disciplinary policy
- Definition of gross mis-conduct
- Levels of action

APPENDICES

Appendix A Members Code of Conduct

RELATED DOCUMENTS

Wymondham u3a Complaints Policy

Wymondham u3a Harassment and Bullying Policy

DOCUMENT CONTROL

Prepared by: J. A. Peat

Committee role: Vice Chair

Policy review date: Initial issue.

Issue	Revision	Date	Comments
1		January 2026	Initial issue

1. Purpose

This document sets out how Wymondham u3a will deal with a breach of the Members' Code of Conduct (see Appendix A) by a member or Committee Member. It will usually be invoked following completion of a complaints process (including the appeal) when the conclusion is that a breach of the Code of Conduct has occurred.

2. Scope

This disciplinary procedure sets out how the u3a will approach problems related to a breach, or suspected breach, of the agreed code of conduct by a member or Committee Member.

3. The Disciplinary Process

3.1 Deciding what action to take.

The Sub-Committee, which held the Hearing in the Complaints Procedure, will meet again to decide what disciplinary action should be taken. Decisions will be based on facts and evidence. The meeting should take place, if possible, within 14 days of either:

- the end of the time period for lodging an appeal has lapsed; or
- the dispatch of the decision in cases where an appeal has been lodged.

3.2 Seeking advice.

For serious issues, support and/or advice from Third Age Trust staff, and Trust volunteers, may be sought. (All requests for support should go via the u3a Office). Sharing of information with the Trust will not constitute a breach of confidentiality because of Wymondham u3a's affiliation with the Trust. Members involved in the disciplinary procedure will be informed of the Trust's involvement.

3.3 Implementing the action.

The Sub-Committee will report their recommendations to the u3a Committee, which will decide whether to implement or make changes to the recommended disciplinary action. The Chair will then implement the agreed course of action, on behalf of the Committee. (If the Chair is the person subject to the disciplinary action, then the Vice-chair or another Committee member will implement the action).

Disciplinary action may consist of any of the possible options set out in Section 4, below. Levels 4 and 5 will only be invoked in the case of significant breaches of the code or a persistent repetition of behaviour about which the member or Committee Member has previously been warned.

3.4 Gross misconduct

If there is a case to answer, for most problems the process will start at Level 2. However, the committee has the right to move immediately to Levels 4 or 5 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.

4. Possible Levels of Action

4.1 Level 1

No case to answer. No further action necessary.

4.2 Level 2

A verbal warning which makes clear the nature of the unacceptable behaviour and includes a warning about future conduct and the consequences of non-compliance. The Chair should give the warning on behalf of the initial Sub-Committee. Details of the warning should be recorded, dated, and kept on file.

4.3 Level 3

A written warning from the Chair, on behalf of the Sub-Committee, itemising the unacceptable behaviour, stating the improvement required with immediate effect and the consequences of continued non-compliance.

4.4 Level 4

A final written warning as above, which states that if the behaviour is repeated the member or Committee will be asked to leave the u3a or Committee, with immediate effect.

4.5 Level 5

The Committee or member is asked, in writing, to leave either the Committee or the u3a, with immediate effect.

5. Communication and Confidentiality

Communications relating to disciplinary action may be done electronically.

All procedures and documents relating to a disciplinary procedure must be kept confidential at all times. Information will only be shared with those who have a genuine need to receive it, and this will include Third Age Trust staff and volunteers, as required. All situations should be dealt with discreetly and by showing respect for the parties and views involved.

Electronic versions of communications and reports, and any associated personal information, will be kept on password protected files by the Secretary.

It will only be disclosed as needed to Committee members involved in the Disciplinary Procedure while it is underway and will then be retained by the Secretary for 3 years after the Procedure has been concluded.

6. Decision

The decision should be communicated in writing to the member or Committee Member advising them if the breach of the Code of Conduct has been upheld or not upheld. If the breach has been upheld, they will be informed:

- Of the action that will be taken as a result.
- That they have the right of appeal.
- That the right of appeal can only relate to the original breach.
- That the appeal request must be lodged with the Chair within 14 days from the date the decision is communicated.

7. Right of Appeal

The Committee Member or member who is alleged to have breached the Code of Conduct must be informed of their right of appeal at the end of the initial hearing. The appeal must be lodged within a 7-day period, from the date of the appeal request and must take the form of written representation with the opportunity to attend an appeal meeting for a right of reply. The Committee Member or member must be advised of their right to attend with a companion. The written appeal request must be sent to the person chairing the initial hearing. The Chair should be informed of the intention to appeal by the person chairing the initial hearing. The Chair will then convene a further Sub-Committee who did not hear the original disciplinary, to hear the appeal.

The Appeal Sub Committee will then hold an appeal hearing to consider any written response and representations to make their decision on whether to uphold the appeal or not. This will be independent of the initial hearing and Committee Members should not discuss this outside of the appeal Sub Committee.

If the member or Committee Member concerned requests a right of reply to the appeal panel the member or Committee Member can be accompanied by a companion who may also speak in a personal capacity if they wish.

The Chair of the appeal Sub-Committee will summarise the issues involved in the disciplinary hearing and the information provided and then the member or Committee Member will be given the opportunity to speak, along with their companion if the companion wishes to speak.

The Appeal Sub-Committee will review its decision, considering any mitigating circumstances, and then make a final decision which must be communicated in writing within 7 days of the appeal meeting.

The Appeal Sub- Committee's decision following any appeal is final and absolute confidentiality must be maintained.

APPENDIX A

MEMBERS CODE OF CONDUCT

We expect Wymondham u3a members and Committee Members to:

- Uphold the Principles of the u3a movement.
- Act in the best interest of Wymondham u3a and not do anything which may bring the Wymondham u3a, or the wider u3a movement, into disrepute or expose it to undue risk.
- Understand that the u3a movement is non-political and non-religious.
- Treat everyone with dignity and respect regardless of their age, gender, ability, race, cultural background, sexual orientation, or religious belief. Wymondham u3a operates a zero-tolerance policy towards violence, harassment, bullying and sexual, religious, or racial discrimination of members, Trustees, and the general public. If this is identified, Wymondham u3a will take appropriate action to protect the relevant parties.
- Promote diversity, equality, and inclusion in everything we do.
- Report any safeguarding concerns to their Committee.
- Maintain a respectful attitude towards the opinions of others.
- Act as a good role model with appropriate behaviour.
- Respect the privacy of other members and ensure all personal and organizational information is kept confidential.
- Abide by Wymondham u3a policies and procedures (as relevant to their role).
- Use Wymondham u3a resources responsibly and only to further its stated charitable objects/purposes.
- Reflect the current organisational policy of Wymondham u3a, regardless of whether it conflicts with personal views.
- Contribute positively to make Wymondham u3a a welcoming and enjoyable place to be a part of.