

Disciplinary Policy

Policy and procedures regarding any disciplinary actions that may be necessary by the elected committee of AVu3a.

Introduction

- a) It is agreed that any discussion, letters, or e mails entered into a disciplinary procedure will be documented and kept on file with adherence to strict confidentiality and GDPR. It must be recognised that the member concerned has the right under the 2018 GDPR act to request any document relating to their case. All disciplinary records must be stored securely for at least three years.
- b) The procedures followed will adhere to the U3A and Third Age Trust rulings.
- c) Every effort must be made to resolve the issues at an early stage.
- d) No decision can be made without full investigation, discussion, and agreement by the elected committee. This must be documented and dated at every stage.
- e) Members should be given every opportunity to meet with the committee to discuss the issues. A record should be kept of such a meeting. That member is allowed to be accompanied by a friend or family member.
- f) If the action of any member is considered to be of serious concern, the committee reserves the right to apply the final stages of the procedure.
- g) The following issues could lead to the disciplinary process being evoked. Racism, political bias, aggression, unlawful discrimination, and harassment, or bringing the U3A into disrepute with outside businesses whether it is verbal or written will be subject to a disciplinary procedure. Action causing serious distress to a member will also be considered as serious breaches of the disciplinary rules and regulations. This may include physical violence or bullying, deliberate and serious damage to property. Theft/fraud, serious breach of health and safety rules, serious breach of confidence. This list is not exhaustive.
- h) The member concerned has the right to meet the committee if they so wish or they feel the actions are unfair or not accurate.

Stages of the procedure

1. A **verbal warning** is given to the individual member concerned. A written record that is dated, must be kept. This would normally be carried out by the

Chairperson or Vice Chairperson of the AVu3a. A copy of the disciplinary procedure should be given to the member and explained.

2. A **written warning** will be given to the individual member when or if the verbal warning has been ignored, or/and if an additional breach of the rules has occurred.
3. A **final written warning** can be issued for serious breaches of the rules and regulations.
4. The **removal of the person's membership** of the AVu3a will be the final stage where serious breaches have occurred or repeated. The member is entitled to lodge an appeal against the decision and meet the committee, but this must be requested within seven days of receiving a written confirmation of the decision.
5. An **appeal** needs to be heard by two thirds of the committee members not including anyone who may have been subject to the offence.
6. The member concerned is entitled to be accompanied by one friend or family member for support but not by a legal representative as this is not an employment issue.
7. The appeal meeting should be recorded to ensure accuracy. The member should be informed of this action.
8. The **final decision** will be made by the Chairperson or the Vice-Chairperson and confirmed in writing.
9. All stages of the procedure should be discussed with the committee before any decision is made.
10. The member concerned has the right to receive copies of all documents held concerning the action taken, if requested.
11. The documents should be securely stored at all times, complying with our data protection policy.

This policy was adopted at a meeting of the Avu3a Committee

Held on	2 nd March 2023
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Date to be reviewed	2025
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Signed on behalf of the committee	Chairman
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Name & Role of signatory	Chris Lowe Chairman
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