Malmesbury and District u3a

Temporary Membership (Taster Sessions) Form

Date: …….....

Group/Meeting: .....

Name of person leading the Group on above date: .....

Name of Temporary Member: .....

Emergency Contact Name ..…….....

Their telephone number(s) ..…….....

or …….....….....

I agree to abide by Malmesbury u3a Code of Conduct as overleaf (reproduced on our website: *www.malmesburyu3a.org.uk.*)

Signed .....

This form must be completed before the Group Activity /meeting starts to ensure insurance cover and then retained by the Group Leader for three months

Code of Conduct

Malmesbury and District u3a is built around interactions between people, and (as any other organisation) depends upon good relationships between all involved, including outside staff of the venues we hire and other paid helpers (such as our coach drivers).

As a self-funded, member-based organisation, Malmesbury and District u3a expects that all members, Group Leaders and other volunteers will behave in a courteous and civilised manner at all times in all dealings relevant to it. As a condition of your membership of Malmesbury and District u3a, you agree to abide by the following:

- Participating in Malmesbury and District U3A activities in a respectful, inclusive and positive way.
- Being honest and ethical in all dealings within our members and other related organisations.
- Showing respect, and courtesy to everyone with whom you deal within the U3A, related organisations and the general public. This would include allowing others to 'have their say', without interruption ("disagreeing agreeably"), turning off mobile 'phones in group meetings, etc.
- Being punctual and reliable in attending U3A meetings, events or other commitments and, wherever possible, letting the group leader know of your non-attendances, longer absences, withdrawals from groups, events, or volunteer commitments.
- Observing strict confidentiality regarding organisational and members' personal information to which you may have access. N.B. GDPR(UK) forbids in law your disclosing contact details of another member to anyone else without their permission.
- Avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, race, gender, sexuality, culture, religion, age and mental or physical disability. We are committed to the Third Age Trust's "Diversity and Inclusion Policy" available at u3a.org.uk
- Not engaging in behaviour that is inappropriate or intimidating that could breach the rights of other persons to participate in an event or to carry out their designated role.
- Not engaging in any form of gambling or consumption of alcohol in any group activity or otherwise, unless expressly authorised by the event organiser.
- Preserving the wellbeing and safety of members and the organisation by:
    - Participating safely in each group or activity, and abiding by any reasonable directive or prerequisite specified by the event organiser.
    - Refraining from activities or comments that promote a personal business, product or cause, or that would place others in a vulnerable situation either financially, physically or psychologically.
    - Not causing any wilful damage to u3a equipment, materials, facilities, or those of other venues or suppliers we use.
- Promoting our U3A in a positive way, refraining from harming the organisation's reputation or relationships by any inappropriate comments or actions.
- Abiding by this and all other Malmesbury and District U3A policies and procedures that the Trustee put in place from time to time, including the Malmesbury and District U3A Constitution and the objects and principles of The Third Age Trust.

Should problems and complaints arise, they will be dealt with under our separate procedure for *Disputes and Complaints*