

## Code of conduct for meetings:

- 1 Participate in activities in a respectful, inclusive and positive way.
- 2 Show respect, courtesy and consideration to everyone.
- 3 Observe strict confidentiality regarding organisational and members' personal information.
- 4 Avoid all forms of discriminatory behaviour in regard to nationality, ethnicity, race, gender, sexuality, culture, religion, age and mental or physical disability.
- 5 Do not engage in behaviour that is inappropriate, disruptive or intimidating.
- 6 Everyone should have a chance to speak within the group. It is helpful to encourage others and to ensure that no one person monopolises the discussion.
- 7 Tips for Zoom meetings:
  - i It is helpful to **mute** your audio when you are not speaking.
  - ii Because this is an audio-based meeting, your voice acts as your physical presence. Be thoughtful of **when** you speak. Be courteous, and don't interrupt the speaker.
  - iii Be **explicit** and **animated** about **non-verbal** communication. Nodding; thumbs up; hand-raising.
  - iv Minimize distractions and be present by putting away phones, closing unrelated work, closing the door, etc.
  - v Improve clarity by speaking **deliberately**, use **good lighting** (behind your camera), test **audio equipment**.
- 8 Follow the Sheffield U3A Grievance Policy & Procedure **if dissatisfied**, and abiding by decisions thus made.