

**FRIENDS OF MV FREEDOM**  
**Charity Number 283955**

**SERIOUS MISCONDUCT**

**1. INTRODUCTION:-**

The Trustees, and volunteers are under a constant obligation to conduct themselves in a proper manner and must comply with the law in every regard.

**2. CONDUCT:-**

- 2.1 Everyone is expected to behave in a professional, conscientious and responsible manner at all times. In return they will be treated fairly and with respect and given help and advice as needed.
- 2.2 The charity is committed to equality and will not tolerate discrimination with regard to race, colour, nationality, ethnic origin, gender, marital status, disability, religion, age, or sexual orientation. Nor will it tolerate harassment or bullying of any kind. Members have a duty to report any inappropriate behaviour to the Trustees, who will consider the circumstances and take appropriate action.
- 2.3 If any member is :-
- 2.3.1 suspected of a criminal offence especially involving violence, dishonesty, or deliberate damage relating to other members, volunteers or the charities property, the Trustees shall immediately report the offence to the Police and may suspend the member concerned until the conclusion of the Police enquiries;
- 2.3.2 acting in a way that is significantly detrimental to the interests of the charity or fellow members, or is likely to bring the charity into disrepute, in a manner which places future membership in doubt, the matter shall be immediately reported to the Trustees. The Trustees will then decide the course of action to be followed, which may include immediate suspension.
- 2.3.3 seen to be failing in his or her behaviour in any other respect, the Trustees will take appropriate local action.

**3.0 PROCEDURE:-** 3.1.1 In the event of an accusation under Section 2.3.3, initial enquiries should be made immediately by a Trustee in order to gather evidence and establish whether or not the accusation is supported. If the evidence does not support further action the member should be informed.

3.1.2 Where appropriate a member may be suspended whilst enquiries are being carried out.

3.1.3 If a formal meeting is considered appropriate:-

- ✓ the member should be advised in writing of the time and place, and requested to attend;
- ✓ he or she may be accompanied by a friend.
- ✓ at least 24hours notice should be given

3.1.4 In order to make any local hearing as impartial as possible, it should consist of three members including at least one Trustee, who is not the Chairman of the charity, and that was not involved in the investigation of the allegations.

3.1.5 All information gathered in the course of the meeting must be treated as confidential. A written note must be kept.

3.1.6 Any action taken should be made clear to the member concerned verbally at the meeting or after any adjournment and immediately confirmed in writing.

- 3.1.7 A member may appeal against any decision of the meeting:-
- ✓ This must be done in writing within twenty-one days of receiving notice of the decision and must set out reasons for the appeal.
  - ✓ The Appeal- of at least three persons should include the Chairman, plus two different members/trustees who should not have been involved in the investigation or any suspension decision.
  - ✓ The decision of any Appeal meeting will be final.
- 3.1.8 If a referral is made to the Trustees with a view to a termination of membership, the Board as a whole will decide the outcome.
- 3.1.9 The authority to terminate the membership of any individual member rests solely with the Trustees. However, a member may voluntarily resign at any time.
- 3.1.10 As a matter of natural justice, it is only fair that before any decisions to terminate membership are made about a member, he or she must:
- ✓ be given details of all allegations;
  - ✓ be made fully aware of all of the evidence;
  - ✓ be allowed to answer all of the allegations.

Reviewed March 2019

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