



Osher Lifelong Learning Institute (OLLI) at the University of Delaware in Wilmington

Code of Conduct

Introduction

Members and volunteers of the Osher Lifelong Learning Institute at the University in Wilmington (OLLI-W) embody a wide range of experiences, cultures, abilities and even generations. Members and volunteers at OLLI-W must be cognizant of current societal norms and standards of respectful behavior and uphold them to ensure an inclusive environment at the Wilmington campus.

OLLI-W members and volunteers participating in OLLI-W programming, whether on campus or at a partner location, are required to follow UD student guidelines and policies and this Code of Conduct. Registration as a member, or volunteering to teach classes, is deemed your understanding of, and agreement to adhere to, this Code.

Code of Conduct

The following principles are expected from all OLLI-W members and volunteers, and applies to all interactions with other members, volunteers, visitors and staff:

- mutual respect
- personal and academic integrity
- civil discourse
- responsible decision making
- controlled behavior

Common sense rules of civil discourse shall be observed, including tolerance of and respect for diverse opinion. OLLI-W embraces the ideals of freedom of expression and freedom from threats to safety, both physical and emotional, and this Code has been adopted to help ensure the safety of all members, volunteers, visitors and staff.

Conduct Violations

Below is a list of Code of Conduct violations that can lead to disciplinary hearings, removal from Committee or other volunteer assignments (including instruction), possible dismissal from OLLI, or even criminal charges. Examples of violations include but are not limited to:

- Disruptive behavior that impedes the ability of instructors to teach and members to learn and engage in class or activities, as well as behavior that disrupts the ability of staff to carry out its responsibilities.
- Verbal or written communications or physical acts that contribute to a hostile environment for members, volunteers, visitors and staff.
- Violation of Health and Safety Policies or Procedures that have been established for or are applicable to Arsh Hall and the Wilmington campus.
- Violation of Alcohol and Drug Policies and Laws
- Sexual Harassment, whether verbal or physical, and sexual assault

The foregoing examples are not intended to be exclusive.

Violations of the Code of Conduct

Any person who believes that a breach of this Code has occurred should contact the OLLI-W Manager. Contact can be made in person, via email or phone. Details such as the purported violator's name, time, location, witnesses, a description of the breach and any other supporting evidence should be shared at that time. Anonymity of the complainant will be protected as much as reasonably possible in such a tight knit community. Should the gravity of the offense and corroborating details support the complaint the Manager will interview the individual accused of the conduct. The results of that interview will be shared with the OLLI-W Chair and Executive Vice-Chair. Additional information may be gathered by any of the three parties (Manager, Chair, Executive Vice-Chair) from the complainant and witnesses or through collection of physical evidence. Based on the complaint, information and any prior knowledge of breaches to the UD Student Code of Conduct a determination will be made whether to:

1. submit the complaint to the UD Judicial System if it is possible that a criminal offense occurred, including but not limited to sexual misconduct or discrimination,
2. document the complaint in OLLI-W administrative files for future reference and issue a written reminder of the UD Student Code of Conduct to the offender,

3. determine that the breach likely occurred and was: (i) sufficient to warrant immediate removal by the offender from any Committee assignments (including positions as chair or co-chair of a Committee) or other volunteer roles (including serving as an instructor); or (ii) in the event the offender is a member of Council, sufficient to warrant referral of the complaint to the Executive Committee of Council for consideration by the Executive Committee of the offender's removal from Council in accordance with Article IV, Section G.6.c. of the OLLI-W Bylaws; or (iii) significant enough to warrant dismissal of the offender from the OLLI-W program, or
4. dismiss the matter.

Any decisions described in paragraph 3 above will be communicated in writing (letter or email). A unanimous decision is preferred but not required for action. If unanimity cannot be reached the Manager will recommend any of the four options to the Dean of the UD Graduate College for an ultimate determination with a complete set of available information. Deliberations and actions related to reported violations shall remain confidential but the results may be reported to Council and appropriate individuals at UD.

The Appeal Process

The individual or the complainant may request a hearing before the OLLI-W Executive Committee if that person disagrees with the decision that has been made. The Executive Committee will also hear from the Manager prior to making a determination on the appeal. The decision of the Executive Committee will be final.

Coordination with the UD Judicial System

This Code of Conduct has been created in accordance with UD's Judicial System. To the extent that it conflicts with the UD Student Guide to University Policies, this Code of Conduct shall prevail. For more information on provisions authorizing this Code of Conduct, see Trustee Bylaws, Chapter 2.III.E (creation of UD Judicial System) and II.B. of the UD Student Guide to University Policies. The UD Student Guide to University Policies is updated annually. At the time of adoption of this Code, the Guide can be found at: <http://www1.udel.edu/stuguide/20-21/conduct.html>.

Notwithstanding the foregoing, any incident involving [sexual misconduct](#) or [discrimination](#) must be reported to the [Office of Equity and Inclusion](#) or [appropriate Title IX coordinator](#) at UD.