



## **OLLI (Osher Lifelong Learning Institute) at University of Delaware - Kent/Sussex Code of Conduct**

### **Introduction**

Members and volunteers of the Osher Lifelong Learning Institute at the University of Delaware in Kent and Sussex Counties (OLLI-K/S) embody a wide range of experiences, cultures, abilities and even generations. OLLI-K/S members and volunteers must be cognizant of current societal norms and standards of respectful behavior and uphold them to ensure an inclusive environment at the Kent and Sussex campuses.

OLLI-K/S members and volunteers participating in OLLI-K/S programming, whether on campus, at a partner location, or online 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**

Adherence to the following principles is expected from all OLLI K/S members and volunteers, and applies to all interactions with other members, volunteers, visitors and staff in in-person and virtual classrooms, conversations, emails, and correspondence:

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

Common sense rules of civil discourse will be observed, including tolerance of and respect for diverse opinions. OLLI K/S embraces the ideals of freedom of expression and freedom from threats to safety -- physical, psychological, and emotional. 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 expulsion 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
- 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
- Violation of health and safety policies or procedures that have been established for or are applicable to the Kent and Sussex campuses.
- Personal attacks, whether verbal or physical, are especially unwarranted.

Transgressions may include:

- Denigrating others' views and opinions;
- Threatening behaviors;
- Offensive or abusive language;
- Disruptive classroom conduct; and
- Sexual harassment or discrimination.

The foregoing examples are not intended to be exclusive.

### **Violations of the Code of Conduct**

Any person(s) who believes that a breach of this Code has occurred should contact the OLLI K/S Manager in confidence and provide relevant details. Should the gravity of the offense and corroborating details appear to support the complaint, the Manager will interview the individual accused of the misconduct. The results of that interview will be shared with the Council Chair and Vice Chair who, together with the Manager, make up the Executive Committee. Additional information may be gathered by any of three parties. Based on the assembled information and any prior knowledge of breaches to the Code of Conduct, a determination will be made as follows:

### **Procedure**

1. The Manager will document the complaint in OLLI-K/S administrative files for future reference and issue a written reminder to the alleged offender of the OLLI K/S Code of Conduct.
2. The Manager may dismiss the matter if the complaint is, in her/his opinion, without merit.
3. The Manager may determine that the breach likely occurred and was:
  - (i) Sufficient to warrant the immediate removal of the offender from any committee assignments, including, but not limited to, positions as chair or co-chair of a committee and/ or other volunteer roles including serving as an instructor; or
  - (ii) In the event the offender is a member of Council, sufficient to warrant their removal from Council; or
  - (iii) Significant enough to warrant dismissal of the offender from the OLLI-K/S program.

Any remedies described in paragraph 3 above will be communicated in writing to the person who raised the complaint, the purported offender, and the Associate Vice Provost, Professional and Continuing Studies, University of Delaware. Deliberations, actions, and any other information related to reported violations will remain confidential.

### **The Appeal Process**

If the alleged offender disagrees with the decision, he/she may request a hearing before the Appeals Committee made up of three members of the OLLI K/S Council appointed by the Council Chair. The Appeals Committee will review the information assembled by the Manager prior to making a determination on the appeal. The decision of the Appeals Committee will be final.

The offender may request reinstatement after one year by making a request to the Manager.

### **Coordination with the UD Judicial System**

This Code of Conduct is governed by and created in accordance with the UD Student Guide to University Policies.

<http://www1.udel.edu/stuguide/21-22/conduct.html>

Any incident involving sexual misconduct or discrimination must be reported to the Office of Equity and Inclusion or appropriate Title IX coordinator at UD.