

Mansfield u3a Facebook – Full Policy & Guidelines

We want this group to be friendly, welcoming and useful for everyone. These guidelines help keep it that way.

1. Be kind and respectful

- Please treat everyone with respect.
- Different opinions are welcome, but personal attacks, rude comments, or offensive language are not.

2. No bullying or hate speech

- We don't allow any form of bullying, discrimination, or offensive comments about people or groups.
- This includes remarks about race, religion, gender, sexuality, or background.

3. Keep it relevant

- Please keep posts related to Mansfield u3a, local activities, or things members will find useful or interesting.
- If in doubt, ask yourself: "Is this helpful or relevant to the group?"

4. No advertising or self-promotion

- This group isn't for selling or promoting businesses, services, or personal pages.
- Exceptions may be made for relevant local or u3a-related events. Admins will guide if needed.

5. Think before you post

- Try to stay on topic so conversations are easy to follow.
- Avoid posting the same thing repeatedly or adding comments that don't add value.

6. Photos and posts

- Photos are very welcome, especially local u3a ones.
- If possible, add a location or short description so others can enjoy them too.

Please avoid:

- Posting GIFs or repetitive comments
- Sharing personal photos that aren't relevant to the group

7. Respect privacy

- What's shared in the group should stay in the group.
- Please don't share other people's posts or photos outside without permission.

8. Keep it a positive space

- We avoid political posts and anything likely to cause unnecessary conflict.
- Our aim is to keep the group enjoyable for everyone.

9. Check before sharing information

- Please take a moment to check information before posting, especially news stories or claims about public figures.
- Avoid sharing unverified or misleading information. Posts that may cause confusion or spread incorrect information may be removed.
- Repeated posting of inaccurate content may result in posts being removed or further action by admins.

10. Admin decisions

- Admins may remove posts or comments that don't follow these guidelines.
- Repeated issues may result in members being muted or removed from the group.

A quick summary

Be kind, stay relevant, and use a bit of common sense — that's really what it comes down to.

Breaches of this Policy

Mansfield u3a will always seek to resolve issues informally, constructively and proportionately wherever possible. Most breaches of this policy are likely to result from misunderstanding rather than deliberate misconduct, and the aim will be to educate and support members in using social media responsibly.

Where a post, comment, image or other content is considered to breach this policy, the following process will normally be followed:

Initial Review

The Facebook Administrator(s) will review the reported content and determine whether it breaches this policy. Where practicable, the Administrator(s) should consult with the Chair or Vice Chair before taking action. However, where immediate action is required to remove content that may be harmful, offensive, unlawful, or damaging to Mansfield u3a, the Administrator(s) may act without prior consultation and report the action taken to the Chair or Vice Chair as soon as reasonably possible.

Informal Resolution

For a first or minor breach, the content may be removed or hidden, and the member will be contacted privately to explain the reason and remind them of the policy requirements.

Formal Warning

Where a breach is more serious, repeated, or where informal resolution has not been effective, the member may receive a formal written warning from the Committee.

Temporary Restriction

The Committee may suspend a member's ability to post or comment on Mansfield u3a social media channels for a specified period where necessary to protect members, volunteers, or the reputation of Mansfield u3a.

Serious or Repeated Breaches

Serious misconduct, persistent breaches, harassment, bullying, discriminatory behaviour, offensive content, or actions that bring Mansfield u3a into disrepute may be referred to the Committee for consideration under the organisation's Complaints Policy, Code of Conduct, or membership procedures.

Right of Review

Any member who is subject to a formal warning or restriction may raise the matter through Mansfield u3a's Complaints Policy.

Record Keeping

Where a formal warning, restriction or referral to the Committee is made, a brief record of the incident and action taken will be retained by Mansfield u3a in accordance with its data protection responsibilities.