

# Policy Guideline - Code of Conduct

## Introduction

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. The U3A movement in Victoria is dedicated to providing a competent and ethical service to Third Age members of the community and undertakes to provide its members with a trustworthy, fair, honest environment based upon equal opportunity to participate in U3A programs and activities.

## Purpose

The purpose of this policy is to document Bayside U3A's Code of Conduct for members and the processes that will be followed where a breach of the Code of Conduct is reported.

## Policy

1. Bayside U3A commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.
2. Every member of Bayside U3A has the right to:
  - feel safe and respected
  - a supportive and positive learning environment
  - participate in learning, social and recreational opportunities
  - receive services fully compliant with U3A norms
  - make a complaint and receive prompt and fair resolution thereof
  - have access to guidelines, policies and procedures adopted by Bayside U3A.
3. Every member of Bayside U3A has the responsibility to:
  - respect the beliefs, needs and background of others
  - act and speak respectfully
  - understand and follow the organisation's guidelines, policies and procedures
  - carry out all activities in an appropriate manner. While robust discussion is encouraged, any behaviour which has a disruptive effect on the class or activity is considered unacceptable.
  - work cooperatively for the benefit of all members
  - maintain positive relationships.
  - care for the property and possessions of the organisation and members
  - help create an inclusive environment
  - report actual or potentially unsafe situations or conduct
  - wear a name badge to assist in the governance of the organisation
4. The principles set out in this Code of Conduct are intended to apply to any U3A-related context including classes, activities, social functions, meetings, conferences and holiday trips.

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5. The principles set out in this Code of Conduct apply equally to all members and volunteers/employees.
6. In cases where a breach of the Code of Conduct cannot be resolved at class or activity level, the issue may be referred to the Committee of Management, who may decide on action including exclusion from the class or activity.

## Procedures

1. Where a person believes they have been subject to treatment or conduct that is in breach of this Code of Conduct he/she may lodge a complaint with Bayside U3A's Secretary or other Committee of Management member. The Secretary or other committee member will inform the President immediately.
2. Any complaint of a breach of this Code of Conduct will be handled in accordance with Bayside U3A's *Grievance Policy*.
3. Any queries about this Code of Conduct should be referred to Bayside U3A's Secretary.

## Responsibilities

1. Bayside U3A's Committee of Management is responsible for:
  - Developing, adopting, implementing, publishing and reviewing this Code of Conduct
  - Taking appropriate action regarding any complaint made about a breach of this Code of Conduct.
2. Bayside U3A's Secretary is responsible for:
  - receiving and responding to enquiries about this Code of Conduct
  - along with other committee members, receiving complaints about an alleged breach of this Code of Conduct and for bringing the matter before the Committee of Management promptly.

## Related Policy Guidelines

Privacy

Sexual Harassment

Bullying

Health and Safety (Serious Injury and Incident Reporting and Investigation)

Anti-Discrimination Policy