



GLEN EIRA
UNIVERSITY OF THE THIRD AGE

Code of Conduct

Purpose

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

Policy

2. Glen Eira 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.
3. Every member of Glen Eira U3A has the right to:
 - feel safe and respected
 - experience 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, and
 - have access to guidelines, policies and procedures.
4. Every member 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
 - 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, and
 - wear a name badge to assist in the governance of the organisation.

5. The principles set out in this Code of Conduct are intended to apply to any U3A-related context including classes, activities, official social functions, meetings, conferences and holiday trips.
6. The principles set out in this Code of Conduct apply equally to all members and volunteers or employees.
7. A breach of this Code of Conduct may result in disciplinary action.

Procedures

8. 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 the Secretary. The Secretary will inform the President immediately.
9. Any complaint of a breach of this Code of Conduct will be handled in accordance with Glen Eira U3A's Grievance Procedure, as specified in the rules.
10. Any queries about this Code of Conduct should be referred to the Secretary.

Responsibilities

11. Glen Eira U3A Committee of Management is responsible for:

- developing, adopting, implementing, publishing and reviewing this Code of Conduct
- investigating and resolving any complaint made about a breach of this Code of Conduct.

12. Glen Eira U3A's Secretary is responsible for

- receiving and responding to enquiries about this Code of Conduct
- receiving complaints about an alleged breach of this Code of Conduct and for bringing the matter before the Committee of Management promptly.

Endorsed by Glen Eira U3A
Management Committee

Date: 14 November 2016