



Code of Conduct Policy

1. Purpose

This policy outlines the values and behaviour standards expected of Glen Eira U3A members and volunteers. It applies to all Glen Eira U3A related activities, including classes, events, social functions, meetings, conferences, and trips.

2. Rights of Members and Volunteers

Every member and volunteer has the right to:

- Feel safe and respected.
- Enjoy a supportive and positive learning environment.
- Participate in learning, educational, social, and recreational activities.
- Raise issues and concerns with the Health, Safety, and Wellbeing Team.
- Access Glen Eira U3A policies, procedures and guidelines.

3. Expectations of Members and Volunteers

All members and volunteers are expected to:

- Maintain positive relationships.
- Respect others' beliefs, needs, and backgrounds.
- Act and speak respectfully, courteously, and considerately.
- Deal honestly and ethically with Glen Eira U3A, its members, and related organizations.
- Accept the authority of tutors to determine how classes will be conducted.
- Care for the property and possessions of Glen Eira U3A and any venue used by Glen Eira U3A.
- Avoid discriminatory behaviour based on gender, race, ethnicity, nationality, sexual orientation, religious or political beliefs, or disability.
- Refrain from inappropriate, disruptive, or intimidating behaviour.

4. Breach of Code of Conduct

If you believe you have been treated in a way that breaches this Code of Conduct, you can:

- (1) Complete a 'Notification of Issue Form', from the Glen Eira U3A office or website.
- (2) Submit the completed form in a sealed envelope, marked confidential and addressed to the Secretary.

The Health, Safety, and Wellbeing Team will manage all breaches fairly and promptly, following the Issue Resolution Procedure.

4.1 Disciplinary actions for breaches may include:

- Verbal reprimand.
- Written warning.
- Temporary or permanent exclusion from courses.

5. Roles and Responsibilities

5.1 The Glen Eira U3A Committee of Management, together with its Health, Safety and Wellbeing Team, is responsible for:

- Developing, endorsing, implementing, publishing, and reviewing this policy.
- Ensuring they manage breaches fairly and promptly.
- Following the procedures specified in the Glen Eira U3A Rules of Association (under Division 3 – Grievance Procedure)

5.2 It is the responsibility of the members of Glen Eira U3A's Committee of Management to ensure that:

- They understand, and are committed to, the right of all members and volunteers to attend U3A activities and venues with the expectation that everyone will follow the Code of Conduct.
- All reasonable steps are taken to eliminate breaches of the Code of Conduct, and complaints are treated confidentially.
- They foster an environment that discourages bullying and harassment and set an example by their own conduct.
- All complaints are treated promptly, seriously and confidentially.

6. Revision History

Version	Date	Changes
V1.0	14 November 2016	Endorsed by Glen Eira U3A Management Committee
V2.0	11 May 2023	Endorsed by Glen Eira U3A Management Committee
V3.0	30 May 2024	Endorsed by Glen Eira U3A Management Committee
V4.0	03 April 2025	Endorsed by Glen Eira U3A Management Committee