



U3A ACT POLICY No PO201510

Code of Conduct U3A-ACT Inc (U3A)

Publication date: 21 June 2021

Applies to: All members

As a self-funded, member-based organisation, U3A expects that all members, tutors and other volunteers will behave in a courteous and civilised manner in all dealings relevant to U3A.

As a member of U3A, you therefore agree to abide by this Code of Conduct by:

1. Participating in U3A activities in a friendly and positive way at all times.
2. Being honest and ethical in all dealings with U3A, its members and other related organisations.
3. Showing respect, courtesy and consideration to everyone you deal with in U3A, related organisations and the general public in relation to U3A activities.
4. Being punctual and reliable in attending U3A classes/events/office rosters or other commitments and forewarning of unavoidable absences, withdrawals from classes, events, or volunteer commitments.
5. Observing strict confidentiality regarding organisational and members' personal information to which you may have access and never disclosing contact details of any U3A member or tutor to anyone without permission.
6. Avoiding all forms of discriminatory behaviour with regards to nationality, ethnicity, gender, sexuality, culture, religion, age and mental or physical disability.
7. Not engaging in behaviour that is inappropriate, disruptive or intimidating, or would otherwise interfere with other persons participation in a class/event or carrying out their designated role in U3A.
8. Preserving the wellbeing and safety of members and the organisation by:
 - a. Participating safely in each class or activity and abiding by any reasonable directive or prerequisite specified by the tutor or event organiser.
 - b. Refraining from activities or comments that promote a personal business/cause or place others in a vulnerable situation either financially, physically or psychologically.
 - c. Not causing any wilful damage to U3A premises, materials, facilities, equipment, or to those of other venues. Using resources appropriately, noting that all our funds come from membership fees.
9. Promoting U3A in a positive way, refraining from harming the organisation's reputation or relationships by inappropriate comment or action.
10. Abiding by all U3A by-laws, policies and procedures.
11. Resolving any disputes as quickly and informally as possible.