



U3A ACT POLICY No PO201510

Code of Conduct Policy	
Publication date: 21 June 2021	Applies to: All members
Responsible person: President	Scheduled review date: Every three years as determined by the Committee
Approved: Committee Meeting on 15 June 2021	Author: Caroline Fitzwarryne

INTRODUCTION

This policy is designed to ensure members have access to a statement of the kinds of conduct which are expected in the association based on our objectives and values.

PURPOSE

To outline the types of conduct expected of members and to explain the links with related policies which detail the processes that will be followed where a breach of the Code of Conduct is reported.

ATTACHMENT

Attachment A: Code of Conduct

POLICY

1. Members are expected to comply with the Code of Conduct at Attachment A.
2. Upon enrolment, all new members will be informed that the Code of Conduct is published on the U3A-ACT Inc. (U3A) website in a prominent position in the members' section. They will be asked to read and adhere to the Code.
3. Members are not expected to sign the Code.
4. If a member is subject to disciplinary proceedings, including possible expulsion or suspension under Rule 12 of U3A's Objects and Rules, the Committee will take into account the Code of Conduct in those proceedings.

SOURCES

U3A-ACT Inc. Objects and Rules.

Codes of Conduct from other Australian U3As.

Associations Incorporation Act 1991.

RELATED POLICIES:

- Complaints and Disputes Resolution Policy
- Safety and Wellbeing Policy
- Privacy Policy
- Communication Channels Policy



Code of Conduct – U3A-ACT Inc. (U3A)

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.