



Policy Guidelines 03 – Code of Conduct

Introduction

U3A Hepburn Shire Inc. undertakes to provide its members with a trustworthy, fair, honest environment based on equal opportunity for all members to participate in its programs and activities.

Purpose

To document U3A Hepburn Shire's Code of Conduct and the processes that are to be followed should a breach of that Code be reported.

Policy

U3A Hepburn Shire commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.

Every member of U3A Hepburn Shire has the right to;

- feel safe and respected
- a supportive and positive learning environment
- participate in learning, social and recreational opportunities
- make a complaint and receive prompt and fair resolution thereof
- have access to guidelines, policies and procedures adopted by U3A Hepburn Shire.

Every member of U3A Hepburn Shire 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



The principles set out in this Code of Conduct are intended to apply to any U3A-related context including classes, activities, auspiced social functions, meetings, conferences and holiday trips.

The principles set out in this Code of Conduct apply equally to all members and volunteers/employees.

Procedures

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 U3A Hepburn Shire's Secretary. The Secretary will inform the President immediately.

Any complaint regarding a breach of this Code of Conduct will be handled in accordance with U3A Hepburn Shire's Grievance Policy.

Any queries about this Code of Conduct should be referred to U3A Hepburn Shire's Secretary.

Responsibilities

U3A Hepburn Shire's 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.

U3A Hepburn Shire'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.

Authorisation

This Policy was adopted by the Committee of Management of U3A Hepburn Shire on 5 March 2018 and amended on 11 February 2019 and duly recorded in the minutes.

This amended policy will be published by the Committee of Management of U3A Hepburn Shire on its website within 4 weeks of the date of this authorisation.

Related Policies

- 04 Terms and Conditions
- 01 Privacy
- 08 Conflict of Interest