

Code of Conduct Policy

Introduction

1. The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. The U3A movement in Victoria is dedicated to providing a competent and ethical service to Third Age members of the community. It undertakes to provide its members with a trustworthy, fair and honest environment based upon equal opportunity to participate in U3A programs and activities.

Purpose

2. The purpose of this policy is to document U3A Myrtleford and District Inc.'s Code of Conduct for members and the processes that will be followed where a possible breach of the Code of Conduct is reported.

What is a breach of the Code of Conduct?

3. A breach of the code of conduct is an act that violates the terms set out in U3A Myrtleford and District Inc.'s Code of Conduct policy. Importantly, the breach does need to be intentional. Anyone can be found to have breached the code of conduct whether they meant to or not.

Tutors and members should ensure they read the Code of Conduct thoroughly to know what standards they need to maintain. The code of conduct sets out the expectations, responsibilities and practices members need to adhere to.

Policy

4. U3A Myrtleford and District Inc. commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of its members.

5. Every member of U3A Myrtleford and District Inc. has the right to:

- feel safe and respected
- participate in a supportive and positive environment which provides learning, social and recreational opportunities
- make a complaint and receive prompt and fair resolution thereof
- access the guidelines, policies and procedures which have been approved and implemented by U3A Myrtleford and District Inc.

6. Every member of U3A Myrtleford and District Inc. 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
- maintain positive relationships
- care for the property and possessions of the organisation and its members
- help create an inclusive environment
- report actual or potentially unsafe situations or conduct
- wear a name badge when appropriate to assist in the governance of the organisation.

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

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

9. A breach of this Code of Conduct may result in disciplinary action.

Procedures

10. Where a person reasonably believes a breach of this Code of Conduct has occurred, he/she may lodge a complaint with the Secretary, U3A Myrtleford and District Inc. The Secretary will inform the President immediately. The matter will be considered at the next committee meeting and a committee member will be appointed to investigate and manage the reported breach. The decision maker must be, and must appear to be, independent and unbiased.

11. The role of the breach decision maker is to:

- investigate the alleged breach and determine what has occurred,
- prepare a written report stating what has been found and if the alleged behaviour breached the Code, and
- advise the committee of their determination.

12. Where it is determined that a serious breach has occurred, the matter will be handled in accordance U3A Myrtleford and District Inc. Rules, Part 3, Div. 2, sections 19-24.

13. Where it is determined that the breach was not at a serious level, a warning letter may be issued outlining the required future behaviour, expectations and/or actions needed to ensure that such a breach does not happen again.

14. Any queries about this Code of Conduct should be referred to the Secretary, U3A Myrtleford and District Inc.

Responsibilities

15. The committee of U3A Myrtleford and District Inc. is responsible for:

- developing, adopting, implementing, publishing and reviewing this Code of Conduct
- appointing a member to investigate and report to them about alleged breaches of this Code of Conduct.

16. The Secretary of U3A Myrtleford and District Inc. is responsible for:

- receiving and responding to enquiries about this Code of Conduct
- receiving reports about an alleged breach of this Code of Conduct and promptly bringing the matter before the committee.

Authorisation

17. This policy was adopted by the committee of U3A Myrtleford and District Inc. and recorded as such on 22/August/2023

18. This policy will be published on the U3A Myrtleford and District Inc. website within 4 weeks of the date of authorisation.

Related Policies

Privacy Policy

Sexual Harassment Policy

Bullying Policy

Health and Safety (Serious Injury and Incident Reporting and Investigation) Policy

Anti-Discrimination Policy