

U3A HIGHVALE POLICIES AND PROCEDURES

Code of Conduct

Overview

A code of conduct is a set of rules outlining the norms, rules and responsibilities and practices of an organisation.

This code of conduct sets standards of behaviour and defines what is expected of U3A Highvale Inc as an organisation. It is part of the U3A movement in Victoria that 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, honest environment based upon equal opportunity to participate in U3A programmes and activities. The association is not aligned with any political party or organisation, or religious group and should not be used as a platform for launching personal beliefs.

Policy

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

While it may be appropriate to invite local Councillors and MPs to U3A functions, this should not be done during election campaigns, nor to campaign for those representatives.

The association believes that every member has the right to:

- o Feel safe and be respected
- o A supportive and positive learning environment
- o Participate in learning, social and recreational opportunities
- o Receive services fully compliant with U3A norms
- o Make a complaint and receive prompt and fair resolution thereof
- o Have access to guidelines, policies and procedures adopted by U3A Highvale.

In return every member has the responsibility to:

- o Respect the beliefs, needs and background of others
- o Act and speak respectfully
- o Understand and follow U3A guidelines, policies and procedures
- o Carry out all activities in an appropriate manner
- o Work cooperatively for the benefit of all U3A members
- o Maintain the privacy of individuals and personal data
- o Care for the property and possessions of the association and members
- o Help create an inclusive environment

- o Report actual or potentially unsafe situations or conduct
- o Wear a name badge to assist in the governance of the association.

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

A breach of this Code of Conduct will result in disciplinary action.

Procedures

Breach of the Code

Member

1. Refer any queries about this Code of Conduct to the Secretary.
2. 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 the U3A Highvale Secretary.

Secretary

3. Receive and respond to enquiries about this Code of Conduct.
4. Receive complaints about an alleged breach of this Code of Conduct and inform the President immediately. Bring the matter before the Committee of Management promptly.
5. Handle any complaint of a breach of this Code of Conduct in accordance with the Grievance Process.

Implementation of the Code

Committee Members

1. Develop, adopt, implement, publish and review this Code of Conduct.
2. Investigate and resolve any complaint made about a breach of this Code of Conduct.