

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 and undertakes to provide its members with a trustworthy, fair, honest environment based upon equal opportunity to participate in U3A programs and activities.

Purpose

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

Policy

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

4. Every member of Altona U3A Inc has the right to:

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

5. Every member of Altona U3A 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
- 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
- Report actual or potentially unsafe situations or conduct
- Wear a name badge to assist in the governance of the organisation

6. 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 excursions/trips.

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

8. Any queries about this Code of Conduct should be referred to Altona U3A Inc's President.

Complaints Procedure

9. 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 Secretary who will notify the President.

10. A report of a breach of the Code of Conduct will be investigated promptly, confidentially and fairly, in accordance with the organisation's *Grievance Policy*.

11. A four-level complaints procedure is outlined in the *Grievance Policy* which is also available on the Altona U3A Inc. website.

Responsibilities

12. Altona U3A Inc'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

13. Altona U3A Inc's President 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

18. This policy was adopted by the Committee of Management of Altona U3A Inc. and minuted as such on 14 September, 2020.

19. This policy will be published by the Committee of Management of Altona U3A Inc on its website within four weeks of the date of this authorisation.