



MARIBYRNONG INC

CODE OF CONDUCT POLICY

Introduction

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. U3A Maribyrnong Inc. is dedicated to providing a competent and ethical service to its members and undertakes to provide its members with a safe, trustworthy, fair and honest environment in which to participate in U3A programs and activities. U3A Maribyrnong Inc. aims to provide every member an opportunity to participate in activities or events, and/or to perform their duties as a volunteer, tutor or contractor without being subject to any form of harassment or discrimination. This policy is in all aspects subject to any overriding Council, State or Federal Government Directive or Law.

Purpose

The purpose of this policy is to document U3A Maribyrnong 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 Statement

U3A Maribyrnong Inc. commits itself to operating in accordance with the Law and this Code of Conduct for the benefit and protection of the organisation and of members' personal rights. Victorian State government health advice and recommendations will be implemented where and when appropriate.

Every member of U3A Maribyrnong 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 U3A Maribyrnong Inc..

Every member of U3A Maribyrnong Inc. has the responsibility to:

- respect the beliefs, needs and background of others
- act and speak respectfully, without aggressive over-talking or aggressive body language
- understand and follow the organisation's Rules, 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 to a member of the Committee of Management, actual or potentially unsafe situations or conduct
- wear a name badge to assist in the governance of the organisation.

U3A Maribyrnong -Code of Conduct Policy

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

This Code of Conduct applies equally to all members, volunteers and contractors.

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

Procedures

Where a person believes they have been subject to treatment or conduct that is in breach of this Code of Conduct they may lodge a complaint with the U3A Maribyrnong Inc. Secretary. The Secretary will inform the President immediately.

Any complaint of a breach of this Code of Conduct will be handled in accordance with the U3A Maribyrnong Inc.'s Rules of Association and as such members will be encouraged to resolve any dispute between themselves in the first instance.

Any queries about this Code of Conduct should be referred to the Secretary of the Committee of Management of U3A Maribyrnong Inc.

Responsibilities

U3A Maribyrnong's Committee of Management is responsible for:

- developing, adopting, implementing, publishing and reviewing this Code of Conduct
- scrutiny and resolution of any complaint made about a breach of this Code of Conduct.

U3A Maribyrnong Inc.'s Secretary is responsible for: -

- receiving and responding to enquiries about this Code of Conduct
- receiving complaints about an alleged failure to comply with this Code of Conduct, reporting the incident to the President and bringing the matter before the Committee of Management promptly.

All members, volunteers, and contractors are responsible for complying with this policy

Authorisation

This policy was adopted by the Committee of Management of U3A Maribyrnong Inc. on

Policy Review

This policy will be reviewed at least annually or when circumstances change.

Related Documents

- Equal Opportunity Act 2010, Racial and Religious Tolerance Act 2001, Charter of Human Rights and Responsibilities Act 2006.
- Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992 and Age Discrimination Act 2004.
- U3A Maribyrnong Inc. Rules of Association : Division 3-Grievance Procedure; Division 2 – Disciplinary Action
- U3A Maribyrnong Inc. Privacy Policy
- U3A Maribyrnong Inc. Membership Terms and Conditions