



# MARIBYRNONG INC

## CODE OF CONDUCT POLICY

### Introduction

U3A Maribyrnong provides its members with a safe, trustworthy, fair and honest environment for U3A programs and activities. U3A Maribyrnong offers every member an opportunity to participate in classes, activities or functions and/or to perform their roles as a volunteer, facilitator or contractor free from any form of harassment or discrimination. This policy is in all aspects subject to any binding legislation and government regulation.

### Purpose

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

### Policy Statement

U3A Maribyrnong operates in accordance with relevant legislation and regulation and this Code of Conduct for the benefit and protection of the organisation and of members' and contractors' rights. The relevant legislation includes: -

**Victorian legislation**, *Equal Opportunity Act 2010, Racial and Religious Tolerance Act 2001,*

**Federal legislation**, *Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992 and Age Discrimination Act 2004.*

Every member of U3A Maribyrnong 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
- have access to guidelines, policies and procedures adopted by U3A Maribyrnong.

Every member and contractor of U3A Maribyrnong has the responsibility to:

- respect the beliefs, needs and background of others
- act and speak respectfully
- 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 any breach of this policy
- be in possession of a current name badge as a requirement of membership.

The principles set out in this Code of Conduct apply to any U3A Maribyrnong context including classes, 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 Maribyrnong U3A 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's Rules of Association.

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

## **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 '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 in January 2023

## **Policy Review**

This policy will be reviewed regularly or when circumstances change.

## **Related Documents**

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