



CODE OF CONDUCT

The following code of conduct is a part of your agreement when you join U3A Frankston. All Members, Tutors and Volunteers of Frankston U3A are expected to comply with provisions of the code which will be a part of your agreement with U3A Frankston from enrolment day.

- To participate in U3A Frankston activities in a friendly and positive way at all times.
 - To deal in an honest and ethical manner with U3A Frankston, its members and other related organisations.
 - To show respect, courtesy and consideration to everyone you deal with in U3A Frankston and the general public in relation to U3A activities.
1. To wear your current membership name tag at all times when entering John Paul College grounds and attending any class or function of U3A Frankston.
 2. To inform the office of unavoidable absences, withdrawal from classes, events or volunteers' commitments.
 3. To be punctual and reliable in attending U3A Frankston classes/events/office rosters or other commitments.
 4. To respect the rights of all members attending classes and not enter the classroom until the published time of the start of your class.
 5. To observe strict confidentiality regarding organisational and members' personal information to which you may have access; never disclose contact details of U3A Frankston members or tutors to anyone without their permission.
 6. To avoid all forms of discriminatory behaviour as nominated under the law.
 7. To avoid behaviour that is inappropriate, disruptive or intimidating, such as would breach the rights of other persons to participate in a class/event or to carry out their designated role.
 8. To participate safely in each class or activity and abide by any reasonable directive or prerequisite specified by the tutor or event organiser for that participation.
 9. To refrain from activities that promotes a personal business.
10. Smoking is not permitted on the grounds of John Paul College or within 5 metres of the gates