

## ***Policy No. 2: Code of Conduct***

### **1. Introduction**

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 and honest environment based upon equal opportunity to participate in U3A programmes and activities. .

### **2. Purpose**

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

### **3. Policy**

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

3.2 Every member of U3A Frankston has the right to:

- Feel safe and respected
- A supported 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 Frankston

3.3 Every member of U3A Frankston has the responsibility to:

- Respect the beliefs, needs and backgrounds 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 co-operatively 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

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- Wear a name badge to assist in the governance of the organisation

- 3.4 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 holiday trips.
- 3.5 The principles set out in this Code of Conduct apply equally to all members and volunteers.
- 3.6 A breach of this Code of Conduct will result in disciplinary conduct.

### **4. Procedures**

- 4.1 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 U3A Frankston's Secretary. The Secretary will inform the President immediately.
- 4.2 Any complaint of a breach of this Code of Conduct will be handled in accordance with the *Grievance Procedure* set out in Rule 47 of the Rules of U3A Frankston Inc.
- 4.3 Any queries about this Code of Conduct should be referred to U3A Frankston's Secretary.
- 4.4 As well as this policy, an abbreviated version of U3A Frankston's Code of Conduct will be placed on all noticeboards and on the website (attached to this policy document).. .

### **5. Responsibilities**

- 5.1 U3A Frankston's Committee of Management is responsible for:
- a. developing, adopting, implementing, reviewing and publishing this Code of Conduct.
  - b. Investigating and resolving any complaint made about a breach of this Code of Conduct.
- 5.2 U3A Frankston's Secretary 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.

### **6. Authorisation**

- 6.1 This Code of Conduct Policy was adopted by the Committee of Management of U3A Frankston and minuted as such on 16 February 2016.
- 6.2 This policy will be published by the Committee of Management of U3A Frankston on its website within four weeks of the date of this authorisation.



# U3A FRANKSTON INC. POLICY MANUAL

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### **Related Policies**

- Policy No. 1: Privacy
- Policy No. 3: Sexual Harassment
- Policy No. 4: Bullying
- Policy No. 5: Risk Management
- Policy No. 6: Anti-Discrimination
- Policy No. 7: Health & Safety (Serious Injury & Incident Report)
- Policy No. 8: Conflict of Interest

Version Number: 1	U3A Frankston Policy No. 2 – Code of Conduct
Endorsed by U3A Committee of Management	Date: 16 February 2016
Revised	Date: