

Policy Guideline 3 – Code of Conduct

Introduction

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. U3A Waverley Inc. (hereafter **U3A Waverley**) is dedicated to providing a competent and ethical service to Third Age members and undertakes to provide its members with a trustworthy, fair and honest environment based upon equal opportunity to participate in U3A programmes and activities.

Purpose

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

Policy

U3A Waverley commits to operating in accord with this code of conduct for the benefit and protection of the organisation and the personal rights of each member.

Every member of **U3A Waverley** 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 Waverley**.

Every member of **U3A Waverley** 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.

The principles set out in this Code of Conduct are intended to apply to any U3A-related context including classes, activities, meetings and conferences.

The principles set out in this code of conduct apply equally to all members and volunteers/tutors.

A breach of this code will 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 in writing with **U3A Waverley Secretary**. The Secretary will inform the President immediately.

Any complaint of a breach of this Code of Conduct will be handled in accord with **U3A Waverley's** Grievance Policy.

Any queries about this Code of Conduct should be referred to **U3A Waverley Secretary**.

Responsibilities

U3A Waverley Committee of Management is responsible for

- Developing, adopting, implementing and reviewing this policy
- Investigating and resolving any complaint made about a breach of this Code of Conduct

U3A Waverley'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 promptly before the Committee of Management. The Committee of Management is responsible for ensuring the complaint is handled as required by this Code of Conduct and the Grievance Policy.

Authorisation

This policy was adopted by the Committee of Management of **U3A Waverley** per the minutes of meeting held 10th December 2015.

Related Policies

U3A Waverley Sexual Harassment Policy

U3A Waverley Discrimination Policy

U3A Waverley Privacy Policy

U3A Waverley Bullying Policy