
POLICY DOCUMENT - CODE OF CONDUCT

REV 23-SEP-2021

Introduction

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. U3A Bentleigh Inc 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 safe environment based upon equal opportunity to participate in U3A Bentleigh Inc programs and activities.

Purpose

The purpose of this policy is to document U3A Bentleigh 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

1. U3A Bentleigh Inc commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.
2. Every member of U3A Bentleigh 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 Bentleigh Inc.
3. Every member of U3A Bentleigh Inc 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.
4. The principles set out in this Code of Conduct are intended to apply to any U3A-related context including classes, activities, social functions, meetings, conferences and holiday trips.

5. The principles set out in this Code of Conduct apply equally to all members and volunteers.
6. A breach of this Code of Conduct may result in disciplinary action which may include warnings or termination of membership.

Procedures

1. 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 U3A Benteigh Inc's Secretary, who will inform the President immediately.
2. Any complaint of a breach of this Code of Conduct will be handled in accordance with U3A Benteigh Inc's *Grievance Policy*.
3. Any queries about this Code of Conduct should be referred to U3A Benteigh Inc's Secretary.

Responsibilities

U3A Benteigh Inc's Committee of Management is responsible for:

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

U3A Benteigh Inc'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.

Review

This Policy Document will be reviewed annually or when circumstances change.

Approved

This Policy Document has been endorsed by the U3A Benteigh Inc Committee of Management and authorised to be posted on the website. Effective date: 23-Sep-2021.

Related Policies

- U3A Benteigh Inc Grievance Policy