

CODE OF CONDUCT

Introduction

There are principles of ‘natural justice’ that our organisation should meet for the benefit and protection of the organisation and its members. A code of conduct sets standards of behaviour and assists in decision making; it clearly defines what is expected of all members. Further, it maintains the good reputation of the organisation and its ability to serve the members’ best interests.

Purpose

The purpose of the policy is to document U3A Ballarat’s Code of Conduct and the procedure for complaining about an alleged breach.

Policy

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

Every member of U3A Ballarat has the right to:

- Feel safe, respected and valued
- A supported and positive learning environment
- Participate in learning, social and recreational opportunities
- Receive services fully compliant with U3A Ballarat norms
- Make a complaint and receive prompt and fair resolution of the same
- Have access to relevant U3A Ballarat guidelines, policies and procedures adopted by U3A Ballarat

Every member of U3A Ballarat 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 cooperatively for the benefit of all members
- Maintain positive relationships
- Care for the property, possessions and venues by U3A Ballarat and its members
- Help create an inclusive environment
- Report actual or potentially unsafe situations or conduct

Practical Applications

In order to fulfil these responsibilities and rights; members should consider what the practical applications of these aims might be:

- Being honest and ethical in all dealings with U3A Ballarat, its Committee members and related organisations
- Showing respect, courtesy and consideration to everyone you deal with at U3A Ballarat
- Being punctual and reliable in attending U3A Ballarat classes / events / volunteer activities and ensuring that apologies are made if you cannot attend for any reason
- Observing strict confidentiality regarding organisational and members personal information
- Avoiding all forms of discriminatory behaviour
- Taking care that one's behaviour does not disrupt or intimidate others participating in class activities or impinge on the delivery of a class
- Abiding by the directive or decision made by the Committee or requested by a tutor or event organiser and all other U3A Ballarat policies and procedures

Examples of Breach of Code of Conduct

- Failing to show respect, courtesy and considerations to U3A Ballarat members, including the Committee
- Not following the U3A Ballarat Guidelines, Policies and Protocols agreed to
- Engaging in behaviour that is detrimental to U3A Ballarat
- Failing to abide by Committee's decisions

Complaint Procedure

A breach of this Code of Conduct may result in disciplinary action.

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 Secretary of U3A Ballarat. info@u3aballarat.org.au The Secretary will inform the President.

Any complaint of a breach of this Code of Conduct will be handled in accordance with the U3A Ballarat Rules of Association, Grievance Procedure.