

## **MANNINGHAM U3A INCORPORATED**

### **CODE OF CONDUCT POLICY**

#### **Introduction:**

1. The ethical climate of an organisation is an essential element in establishing its reliability 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, honest environment based upon equal opportunity to participate in U3A programs and activities.

#### **Purpose**

2. The purpose of this policy is to document Manningham U3A Incorporated's Code of Conduct for members and the procedures which will be followed where a breach of the Code of Conduct is reported

#### **Policy**

3. Manningham U3A incorporated commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.
4. Every member of Manningham U3A Incorporated has the right to:
  - 4.1 feel welcome, safe and respected
  - 4.2 a supportive and positive learning environment
  - 4.3 participate in learning, social and recreational opportunities
  - 4.4 receive services fully compliant with U3A practices
  - 4.5 make a complaint and receive prompt and fair resolution thereof
  - 4.6 have access to guidelines, policies and procedures adopted by Manningham U3A Incorporated
5. Every member of Manningham U3A Incorporated has the responsibility to:
  - 5.1 respect the beliefs, opinions, needs and background of others
  - 5.2 act and speak respectfully
  - 5.3 understand and follow the organisation's guidelines, policies and procedures
  - 5.4 carry out all activities in an appropriate manner
  - 5.5 work co-operatively for the benefit of all members
  - 5.6 care for the property and possessions of the organisation and members
  - 5.7 help create an inclusive environment
  - 5.8 report actual or potentially unsafe situations or conduct
  - 5.9 wear a name badge to assist in the governance of the organisation
6. Because U3A Manningham shares accommodation with Pines Learning which is an educational establishment where children and young people are to be found, every member is required to conform to current child-safe legislation. Consequently, members are required to observe and respect the following regulations.

- 6.1 Only those members who have classes or meetings in Room 8 are allowed to enter the Pines Learning part of the building.
- 6.2 Members who have classes or meetings in Room 8 must go **directly** to Room 8 and, at the close of the class or meeting, leave the Pines Learning environment immediately without lingering. Do not sit on the sofas alongside the corridor.
- 6.3 The toilets in the Pines Learning area are strictly out of bounds to **all** U3A-related members and **must not** be used under any circumstances. There is adequate provision of toilets in the U3A area.
7. The principles set out in this Code of Conduct are intended to apply to any U3A-related context including (but not limited to) classes, activities, social functions, meetings, conferences.
8. The principles set out in this Code of Conduct apply equally to all members.
9. A breach of this Code of Conduct will result in disciplinary action as set out in the Constitution paragraph 12.

## **Procedures**

10. 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 Manningham U3A Incorporated's Secretary. The Secretary will take steps to inform the President immediately.
11. Any complaint of a breach of this Code of Conduct will be handled in accordance with Manningham U3A Incorporated's Grievance Policy.
12. Any queries about this Code of Conduct should be referred to Manningham U3A Incorporated's Secretary

## **Responsibilities**

13. Manningham U3A Incorporated's Committee of Management is responsible for:
  - 13.1 developing, adopting, implementing, publishing and reviewing this Code of Conduct
  - 13.2 investigating and resolving any complaint made about a breach of this Code of Conduct.
14. Manningham U3A Incorporated's Secretary is responsible for
  - 14.1. receiving and responding to enquiries about this Code of Conduct
  - 14.2. receiving complaints about an alleged breach of this Code of Conduct and for bringing the matter before the President promptly.

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