

CODE OF CONDUCT

Introduction

Good relationships and appropriate ethical and legal behaviour are essential to the proper functioning of organizations such as U3A. This Code of Conduct expresses what our organization considers are appropriate standards of conduct for all members. It applies to everyone involved in the organization: students/participants, tutors and group leaders, administrative coordinators and helpers, office staffers, committee and working group members. This Code of Conduct has been developed in line with policy directions from U3A Network Victoria. Should complaints or grievances arise that require a formal resolution, these shall be managed according to the procedures set out under Part 3 of the [Rules of Association](#).

Principles

U3A Southern Peninsula expects that all members, tutors, and other volunteers will behave in a courteous manner when participating in U3A SP activities and agree to the following Code of Conduct:

1. Participate in U3A SP activities in a friendly and positive way at all times.
2. Be honest and ethical in all dealings with U3A SP and other related organizations.
3. Show respect and behave with courtesy and consideration to everyone in U3A SP, related organizations and the general public.
4. Be punctual and reliable in attending U3A SP classes/events/office duties or other commitments and forewarn of absences, withdrawals from classes, events or volunteer commitments. *Please note it is a U3A SP policy that “a member may be removed from a class if they are absent for three (3) consecutive classes without an apology.”*
5. Observe strict confidentiality regarding organizational and members’ personal information as set out in the [Data Privacy and Security Policy Statement](#).
6. Avoid all forms of offensive or discriminatory behaviour in respect of nationality, ethnicity, gender, sexuality, culture, religion, age and mental or physical disability.
7. Not engage in behaviour that is inappropriate, disruptive or intimidating.
8. Refrain from activities or comments that promote personal business or cause.
9. Preserve the wellbeing and safety of members and the organization by:
 - a) Participating safely in a class or activity and abiding by any reasonable directive or prerequisite specified by the tutor or event organizer;
 - b) Refraining from activities or comments that would place others in a vulnerable situation either financially, physically or psychologically; and
 - c) Not causing wilful damage to materials, facilities or equipment belonging to U3A SP or other venues, including natural flora and fauna during outdoor activities.
10. Positively promote U3A SP and refrain from harming the organization’s reputation or relationships by inappropriate comment or action.
11. Abide by this and all other U3A SP policies & procedures.
12. Follow the U3A SP Grievance Procedure as set out in Part 3 of the [Rules of Association](#) if dissatisfied, and abide by any decisions made as part of that process.