



**BANYULE**  
UNIVERSITY OF THE THIRD AGE

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## **Policy Guideline 03 - Code of Conduct (Version 3, October 2021)**

### **Introduction**

1. The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. U3A Banyule is dedicated to providing a competent and ethical service 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 U3A Banyule's Code of Conduct for members and the processes that will be followed where a breach of the Code of Conduct is reported.

### **Policy**

3. U3A Banyule 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. The principles set out in this Code of Conduct apply equally to all members and volunteers.
5. Every member of U3A Banyule 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 Banyule.
6. Every member of U3A Banyule 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, with emergency contact details, to assist in the governance of the organization;
  - comply with Government COVID-19 regulations and the U3A Banyule COVID Safe Plan
  - avoid class attendance when displaying signs of infectious status

7. The principles set out in this Code of Conduct are intended to apply to any U3A Banyule related context including classes, activities, social functions, meetings, conferences and holiday trips.
8. A breach of this Code of Conduct may result in disciplinary action.

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### **Procedures**

9. 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 U3A Banyule’s Secretary. The Secretary will inform the President immediately.
10. Any complaint of a breach of this Code of Conduct will be handled in accordance with U3A Banyule’s Grievance Policy, which is outlined in the Constitution.
11. Any queries about this Code of Conduct should be referred to U3A Banyule’s Secretary.

### **Responsibilities**

12. U3A Banyule’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.
13. U3A Banyule’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.

### **Related Policies**

- U3A Banyule’s Privacy Policy.
- U3A Banyule’s Sexual Harassment Policy.
- U3A Banyule’s Health and Safety (Serious Injury and Incident Reporting and Investigation) Policy.
- U3A Banyule’s Covid-19 Policy.
- U3A Banyule’s Terms and Conditions of Membership

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| U3A Banyule Policy Guideline – Code of Conduct  | Version 2              |
| Endorsed by U3A Banyule Committee of Management | Date: December 2017    |
| U3A Banyule Policy Guideline – Code of Conduct  | Version 3              |
| Endorsed by U3A Banyule Committee of Management | Date: October 25, 2021 |