



U3A Hobsons Bay/Williamstown Inc

Code of Conduct

Introduction and Purpose

The mission statement of U3A Hobsons Bay/Williamstown Inc outlines strategic objectives, including to 'Provide and promote the benefits and enjoyment of lifelong learning programs, opportunities and activities for its members'.

The U3A is dedicated to providing a competent and ethical service to members and undertakes to provide members with a trustworthy, fair, honest environment based upon equal opportunity to participate in U3A programs and activities. Members can expect that the environment in which activities take place is safe, welcoming, encouraging and supportive.

Policy

U3A Hobsons Bay/Williamstown Inc commits itself to operating in accordance with this Code of Conduct.

Every member of U3A Hobsons Bay/Williamstown Inc has the right to:

- i. Feel safe and respected
- ii. Have a supportive and positive learning environment free from discrimination, harassment and bullying
- iii. Participate in learning, social and recreational opportunities
- iv. Receive friendly and competent service delivery
- v. Make a complaint and receive prompt and fair resolution thereof
- vi. Access to guidelines, policies and procedures adopted by U3A Hobsons Bay/Williamstown Inc
- vii. Have their privacy respected and personal information confidentially maintained.

Every member of U3A Hobsons Bay/Williamstown Inc. has a responsibility to:

- i. Respect the beliefs, needs and background of others
- ii. Act and speak respectfully
- iii. Contribute to the positive learning environment of U3A Hobsons Bay/Williamstown Inc. and to contribute to positive, inclusive relationships with other members
- iv. Work cooperatively for the benefit of all members and observe confidentiality regarding any access to members' personal information
- v. Respect and care for property of others and the U3A Hobsons Bay/Williamstown Inc.
- vi. Follow this Code of Conduct and the other guidelines, policies and procedures
- vii. Report actual or potentially unsafe situations or conduct



U3A Hobsons Bay/Williamstown Inc

The principles set out in this Code of Conduct are intended to apply to any U3A-related context including classes, activities and events.

The principles set out in this Code of Conduct apply equally to all members and volunteers.

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

Procedures.

It is expected that all parties will make every effort to settle their differences promptly and amicably. Members should be respectful of one another and act confidentially.

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 Hobsons Bay/Williamstown Inc's Secretary. The Secretary will inform the President immediately.

Any complaint of a breach of this Code of Conduct will be handled in accordance with U3A Hobsons Bay/Williamstown Inc Grievance Policy.

Any queries about this Code of Conduct should be referred to the Secretary, U3A Hobsons Bay/Williamstown-Inc.

Responsibilities

U3A Hobsons Bay/Williamstown Inc **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 Hobsons Bay/Williamstown 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.

Related Policies

Grievance Policy