



## 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

17 November 2022