



Code of Conduct

Inappropriate Behaviour and Exclusion Policy

Introduction

1. The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. The U3A Upper Yarra Inc. 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 U3A Upper Yarra Inc.'s Code of Conduct for members and the processes that will be followed where a breach of the Code of Conduct is reported.
3. This policy does not preclude the right or responsibility of any U3A member to refer exceptional inappropriate behaviour, especially relating to health and safety issues, directly to the attention of the police or other emergency services.

Policy

- 4 U3A Upper Yarra Inc. commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.
- 5 Every member of U3A Upper Yarra Inc. 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 these guidelines, policies and procedures
- 6 Every member of U3A Upper Yarra Inc. has a 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 to assist in the governance of the organisation
- 7 The principles set out in this Code of Conduct are intended to apply to any U3A-related context including classes, activities, auspiced social functions, meetings, conferences and holiday trips.
 - 8 The principles set out in this Code of Conduct apply equally to all members and volunteers.
 - 9 A breach of this Code of Conduct may result in disciplinary action.
 - 10 Inappropriate behaviour is defined as:
 - Any behaviour which breaches the rights, health or safety of other persons to participate in any group, class, course or activity organized by the U3A Upper Yarra.
 - Failure to comply with a reasonable directive from any member of the Committee, tutor or class leader.
 - Failure to comply with a directive relating to health or safety or other inappropriate behaviour.
 - Willful or negligent damage to any property used by the U3A or the property of other persons involved in the U3A.
 - Any verbal or physical assault or attempted assault to any other member of the U3A.
 - Entering any property or location being used by the U3A when not entitled to do so.
 - Conduct which is disorderly, intimidating or which interferes with other persons of the U3A.
 - Conviction of a criminal offence which has or may affect the U3A, members, Committee of Management, tutors, or class leaders.
 - Any behaviour which, in the view of the Committee of Management amounts to racism, sexual harassment, intimidation, or discrimination on the basis of gender, race, ethnic origin, disability, religious or political belief, marital status or parenthood.
 - Failure to comply with any request or warning about inappropriate behaviour related to the policy or procedure under this Code of Conduct.

Procedures

- 11 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 Upper Yarra Inc.'s Secretary. The Secretary will inform the President immediately.
- 12 Where a complaint is made every endeavour should be made to balance the right of the person being the subject of the complaint to know the details of the complaint and any desire of the complainant to remain anonymous. However, unless there is any threat, intimidation or fear of violence or retribution, the complainant should be advised that their identity may have be revealed in the course of the procedures described here.
- 13 If the inappropriate behaviour is not curtailed a verbal caution should be given directly by the tutor or class leader in the first instance. Preferably the verbal warning should be witnessed.
- 14 If the inappropriate behaviour persists, the U3A Upper Yarra Inc.'s Secretary should be advised of the situation and will send a letter of caution to the person on behalf of the committee and requesting a reply within fourteen (14) days.
- 15 If the inappropriate behaviour still persists the Committee of Management will request the member to meet with representatives of the Committee of Management to discuss the matter

in accordance with the “Disputes and Grievances” clause in the U3A Upper Yarra Inc.’s Rules of Association.

16 Should the matter not be resolved by the mediation as dealt with in the constitution the Committee of Management retains the right to exclude the person from membership of the U3A Upper Yarra Inc.

17 Any queries about this Code of Conduct should be referred to U3A Upper Yarra Inc.’s Secretary.

Responsibilities

18 U3A Upper Yarra Inc.’s Committee of Management is responsible for:

- Developing, adopting, implementing, publishing and reviewing this Code of Conduct and Policy.
- Investigating and resolving any complaint made about a breach of this Code of Conduct and Policy.

19 U3A Upper Yarra 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.

Authorisation

This policy:

- Has been prepared from policy guideline 03 – Code of conduct V.1 provided by U3A Network Victoria and a previous unauthorised version of Upper Yarra U3A Inc.’s Code of Conduct
- Was adopted by the Committee of Management of Upper Yarra U3A Inc. and minuted as such on **21st January 2016**
- Will be published by the Committee of Management of Upper Yarra U3A Inc. On its website within four weeks of the date of authorisation.
- Will be reviewed at a time no longer than three years from the above date of adoption.

Related Policies

Anti Discrimination Policy

Risk Management Policy