



Kyneton

Code of Conduct

Purpose

1. The purpose of this policy is to document U3A Kyneton's (U3AK's) Code of Conduct for members and the processes that will be followed where a breach of the Code of Conduct is reported.

Policy

2. U3AK operates in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights and to provide its members with a trustworthy, fair and honest environment based on equal opportunity to participate in U3A programs and activities.

3. Every member of U3AK has the right to:

- feel safe and respected
- a supportive and positive learning environment
- participate in learning, social and recreational opportunities
- make a complaint and receive prompt and fair resolution thereof
- have access to guidelines, policies and procedures adopted by U3AK.

4. Every member of U3AK has the responsibility to:

- respect the beliefs, needs and background of others
- act and speak respectfully
- understand and follow U3AK'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 U3AK 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.

5. The principles set out in this Code of Conduct are intended to apply to all U3A-related contexts including classes, activities, auspiced social functions, meetings, conferences and holiday trips.

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

7. A breach of this Code of Conduct will be regarded as conduct prejudicial to U3AK and may result in disciplinary action in accordance with the Model Rules.

Procedures

8. Where you believe you have been subject to treatment or conduct that is in breach of this Code of Conduct you may lodge a complaint with U3AK's Secretary. The Secretary will inform the President immediately.

9. Any complaint of a breach of this Code of Conduct will be handled in accordance with the grievance procedure of the Model Rules.

10. Any queries about this Code of Conduct should be referred to U3AK's Secretary.

Authorisation

11. This Code of Conduct was adopted by the Committee of Management of U3AK and minuted as such, on 30th March, 2015.