

# U3A Colac Otway Code of Conduct Policy

Version:2

Issued: 3/10/2006

Stage: Issued

## Objective:

The objective of the Code of Conduct is to provide U3A Colac Otway volunteers with clear written expectations of acceptable behaviour and conduct when acting on behalf of the organisation.

## Scope:

All volunteers representing U3A Colac Otway

## Policy Statement:

Everyone who represents U3A Colac Otway is expected to abide by the Code of Conduct.

Volunteer workers will:

- Act honestly, in good faith and in the best interests of the organisation;
- Use due care in fulfilling the functions and authority of their position;
- Have due regard for all the stakeholders in U3A Colac Otway;
- Demonstrate respect and consideration for fellow team members;
- Establish realistic and agreed goals;
- Complete work tasks within agreed time frames and to the required quality specifications;
- Share tasks to ensure that the most appropriate outcome is achieved for the team;
- Inform all decisions with diverse opinions;
- Ensure that body language and interpersonal communication draw the best out in team members to achieve shared goals;
- Meet internal and external reporting requirements;
- Provide fellow volunteers with the information that they require to do their job to the best of their ability;
- Attend organisational meetings as required and carry out the actions agreed upon at meetings;
- Use information acquired in the course of duties at U3A Colac Otway properly with respect to confidentiality as required by law. This includes information gained with respect to members and, partner organisations;
- Confidential information received in the course of duty at U3A Colac Otway remains the property of the organisation/individual from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless authorised by that organisation/individual or required by law;
- Breaches of confidentiality include:
  - Discussion about members or program being held in inappropriate places and being overheard by others;
  - Inappropriate discussions about U3A matters and members;
  - Release of information (printed or verbal) to an inappropriate third party or without the written permission of the person concerned;
- Ensure that personal interests are not in conflict with the interests of the organisation. Where it is impossible to avoid this ensure that conflict of interest and/or pecuniary interests are declared;

- Engage in conduct which will bring credit to the organisation;
- Be punctual and reliable in attendance;
- Respect the property of U3A Colac Otway and fellow members;
- Present in a clean, tidy and appropriately dressed manner for the type of work you do within the organisation;
- Ensure that there is no consumption of liquor whilst on duty where inappropriate and that not under influence liquor or other substance whilst on duty;
- Ensure that tobacco is not consumed within the confines of U3A Colac Otway venues;
- Refrain from making public statements in relation to the operation of U3A Colac Otway to members of the press unless authorised to do so;
- Refrain from bringing children to class unless under special circumstances where permission has been granted by the tutor or a committee member;
- Comply with the spirit as well as the letter of the law.