

# U3A Colac Otway Inc.

## Code of Conduct

### Introduction

U3A Colac Otway recognises that the climate of an organisation is an essential element in establishing its credibility and furthering its mission. U3A Colac Otway undertakes to provide its members with a trustworthy, fair and honest environment based upon equal opportunity to participate in its activities.

### Purpose

The purpose of this policy is to document U3A Colac Otway's Code of Conduct for members and the processes that will be followed where a breach of the Code of Conduct is reported. **Note:** mention of the Code of Conduct is also in the Members Pamphlet.

### Policy

U3A Colac Otway commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.

1. Every member of U3A Colac Otway has the right to:
  - a. feel safe and respected;
  - b. a supportive and positive learning environment;
  - c. participate in learning, social and recreational opportunities;
  - d. make a complaint and receive prompt and fair resolution;
  - e. have access to guidelines, policies and procedures adopted by U3A Colac Otway.
  
2. Every member of U3A Colac Otway has the responsibility to:
  - a. respect the beliefs, needs and background of others
  - b. act and speak respectfully
  - c. understand and follow the organisation's guidelines, policies and procedures
  - d. work cooperatively for the benefit of all members
  - e. maintain positive relationships
  - f. care for the property and possessions of the organisation and members
  - g. help create an inclusive environment
  - h. report actual or potentially unsafe situations or conduct
  - i. wear a name badge to assist in the governance of the organisation
  
3. 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.

4. The principles set out in this Code of Conduct apply equally to all members.
5. A breach of this Code of Conduct will result in disciplinary action.

## Procedures

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 Colac Otway Secretary. The Secretary will inform the President immediately.

1. Any complaint of a breach of this Code of Conduct will be handled in accordance with U3A Colac Otway's Rules of Association.
2. Any queries about this Code of Conduct should be referred to U3A Colac Otway's Secretary.

## Responsibilities

1. U3A Colac Otway's 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.
2. U3A Colac Otway'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 was adopted by Committee of Management of U3A Colac Otway Incorporated, as minuted 10<sup>th</sup> August 2021.

## Associated Policies

Bullying

Anti-Discrimination

Sexual Harassment