

Casey U3A Inc. CODE OF CONDUCT POLICY.

Introduction

1. The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. The U3A movement in Victoria 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 Casey U3A 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. Casey U3A Inc. commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of member's personal rights.
4. Every member of Casey U3A 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 guidelines, policies and procedures adopted by Casey U3A Inc.
5. Every member of Casey U3A Inc. has the responsibility to:-
 - *Respect the beliefs, needs and background of others
 - *Act and speak respectfully
 - *Understand and follow the organisations 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

6. The principals 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.

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

8. A breach of this Code of Conduct may result in disciplinary action

Procedures

9. Where a person believes they may have been the subject to treatment or conduct that is in breach of this Code of Conduct, they may lodge a complaint with Casey U3A Inc.'s Secretary. The Secretary will inform the President immediately.

10. Any complaint of a breach of the Code of Conduct will be handled by the Committee of Management.

11. Any queries about the Code of Conduct should be referred to Casey U3A Inc.'s Secretary.

Responsibilities.

12. Casey U3A Inc.'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.

13. Casey U3A Inc.'s Secretary is responsible for: -

*Receiving and responding to any 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

14. This policy was adopted by the Committee of Management of Casey U3A Incorporated and minuted as such on 27th April 2015.

15. This policy will be published by the Committee of Management of Casey U3A Incorporated on its website within 4 weeks of the date of this authorisation.

Casey U3A Inc. 27th April 2015