



DEEPDENE Inc.
UNIVERSITY OF THE THIRD AGE

Enhancing Life Through Mental and Physical Activity

Code of Conduct Policy

Approved by Committee of Management

Signed: President U3A Deepdene Date.....

Due for Next Review: One year from date of signing

U3A DEEPDENE 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. U3A Deepdene 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. U3A Deepdene recognises the right of every member, volunteer, employee and contractor to attend classes, activities or functions, and/or to perform their duties as a volunteer or employee within a U3A Deepdene environment without being subject to any form of harassment or discrimination. U3A Deepdene seeks to encourage all its members to participate fully in all activities and acknowledges that it may need to accommodate some members who have special needs.

Purpose

2. The purpose of this policy is to document U3A Deepdene's Code of Conduct for members and all those associated with U3A Deepdene and the processes that will be followed in accordance with the U3A Deepdene constitution.

Policy

3. U3A Deepdene commits itself to operating in accordance with the Law and this Code of Conduct for the benefit and protection of the organisation and of members' personal rights from harassment. The relevant items of legislation are: -

Victorian legislation, *Equal Opportunity Act 2010, Racial and Religious Tolerance Act 2001, Charter of Human Rights and Responsibilities Act 2006.*

Federal legislation, *Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992 and Age Discrimination Act 2004.*

Every member of U3A Deepdene 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 U3A Deepdene.

4. The principles set out in this Code of Conduct apply to any U3A-related context including classes, activities, auspiced social functions, meetings, conferences and holiday trips. This Code of Conduct applies equally to all members, volunteers, employees and contractors.

5. Every member of U3A Deepdene has the responsibility to:
 - respect the beliefs, needs and background of others
 - act and speak respectfully without aggressive over-talking or aggressive body language
 - understand and follow the organisation's Constitution, 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 to a member of the Committee of Management, actual or potentially unsafe situations or conduct
 - wear a name badge to assist in the governance of the organisation.

6. Members are encouraged to act at all times with the respect and understanding they would expect from others to promote the wellbeing and convivial atmosphere which nurtures the best social interactions. Harassment includes a group of behaviours which does not meet these expectations. Harassment refers to any unwelcome advances (sexual or otherwise) which makes a person feel offended, bullied, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Lack of intent is no defence in harassment cases. Examples of bullying, harassment, electronic or otherwise include, but are not limited to:
 - intrusive enquiries into a person's private life
 - reference to their physical appearance or sexuality
 - unwanted brushing against another person's body, body touching or physically molesting a person
 - standing too close, that is, invasion of personal space
 - obscene, suggestive or offensive communications, including electronic mail
 - engaging in Internet trolling activity to create arguments or distress, intended or not, between two or more parties
 - pornographic or offensive posters, handouts, electronic messages or screensavers
 - sexual jokes or anecdotes
 - leering or staring
 - unwanted sexual compliments or excessive flirting
 - taking pictures, photos or images without permission.

7. Failure to comply with this Code of Conduct may result in disciplinary action. Members always have the right to report any incidents/issues to the police.

Procedures

8. Divisions 2 and 3 of Part 3 of the Constitution set out the procedures to be followed.

9. Any queries about this Code of Conduct should be referred to any member of the Committee of Management of U3A Deepdene.

Responsibilities

10. U3A Deepdene's Committee of Management is responsible for:
 - developing, adopting, implementing, publishing and reviewing this Code of Conduct
 - scrutiny and resolution of any complaint made about failure to comply with this Code of Conduct.

11. Any Member of U3A Deepdene's Committee of Management is responsible for: -
- receiving and responding to enquiries about this Code of Conduct
 - receiving complaints about an alleged failure to comply with this Code of Conduct, reporting the incident to the President and bringing the matter before the Committee of Management promptly
 - advising a member to report the incident to the police where appropriate.

Related Documents

- U3A Deepdene Constitution : Division 3-Grievance Procedure