

U3A Geelong Incorporated

Reg. No. A12137

Code of Conduct Policy

Introduction

The ethical climate of an organisation is an essential element in establishing its credibility and achieving its goals. U3A Geelong Inc. is committed to competent and ethical learning principles, and undertakes to provide a fair, honest and trustworthy learning environment for its members based on equal opportunity to participate in its programs and activities.

Purpose

The purpose of this policy is to document U3A Geelong Inc.'s Code of Conduct for members and the processes that will be followed where a breach of the Code of Conduct is reported.

Policy

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

1. Every member of U3A Geelong Inc. has the right to:
 - feel safe and respected
 - participate in learning, social and recreational activities
 - enjoy membership in accordance with the purposes of U3A Geelong Inc. as described in Part 1.2 of its Constitution
 - make a complaint and receive prompt and fair resolution thereof in accordance with the Grievance Procedures in 3.25 of its Constitution
 - have access to the organisation's guidelines, policies and procedures

2. Every member of U3A Geelong Inc. has a responsibility to:
 - respect the beliefs, opinions and background of others
 - understand and follow the organisation's guidelines, policies and procedures
 - care for the property and possessions of the organisation and its members
 - help create an inclusive environment
 - wear an identity badge at U3A Geelong Inc. activities

3. Conduct in Class:

1. U3A Geelong Inc. expects all members of its classes, including tutors, leaders and members to respect the rights, opinions and beliefs of others in accordance with the policies set down in the U3A Geelong Inc. Policy booklet.
2. Tutors have the responsibility and the right to establish the content agenda and the teaching method of the Course that they run. Such content and method should be clearly stated in a Course Description available to enrolees and potential enrolees.
3. Tutors may delegate some responsibilities to a Class Leader or Secretary, as described in U3A Geelong Inc.'s Tutor Manual.
4. Class members should aim to foster a cooperative, friendly learning environment in class, and should refrain from persistently dominant or disruptive behaviour, or other behaviour that makes the tutor's role difficult.
5. Tutors are urged to develop strategies for dealing with dominant or insistent class members who create a difficult or unpleasant class environment. Tutors should seek advice from the Course Manager or President in handling such matters.
6. Tutors are urged to speak privately to the class member to advise that their behaviour is unsatisfactory and given an opportunity to modify it before further action is taken. The tutor may seek advice from the Course Manager.
7. It is within a tutor's discretion to exclude a disruptive or potentially disruptive member from a course. The decision to exclude should be referred to the Course Manager and the Office Manager or enrolment officer for noting. Where the member wishes to challenge that exclusion, the matter should be referred to the Course Manager, who will report it as a dispute to the Management Committee. A decision will be made as to whether to deal with the dispute under the Grievance Procedure in Part 1.2 of U3A Geelong Inc.'s Constitution.
8. It is within a tutor's discretion to require a disruptive class member to leave that class until the class member gives an undertaking not to repeat the offending behaviour. Repeated disruptive or other behaviour that makes the tutor's role difficult, or that threatens the effective learning environment of the class, are grounds for exclusion of the member.
9. Tutors should be aware of the need for the physical comfort of class members. Consideration should be given to heating, cooling, atmospheric, weather, seating and noise issues, with due cognisance of age, health and disability factors among the class members.

10. A copy of the U3A Geelong Inc. *Tutor's Manual*, setting out all guidelines and procedures, will be provided for tutors and class leaders to assist in the conduct and management of classes.
4. The principles set out in this Code of Conduct are intended to apply to any U3A-related context, including classes, administrative activities, social functions, meetings, conferences and excursions, and apply equally to all volunteers and members. A breach of this Code of Conduct may result in disciplinary action.

Procedures

5. Where a person believes they have been subject to treatment or conduct that is in breach of this Code of Conduct they may lodge a complaint with the Secretary of U3A Geelong Inc. The Secretary will inform the President immediately, who will investigate and take further action as appropriate, including handling the matter in accordance with U3A Geelong Inc.'s Grievance Procedures.

Implementation

6. This policy was adopted by the Committee of Management of U3A Geelong Inc. and minuted as such on 22nd July, 2020.
7. This policy will be published on the website of U3A Geelong Inc. within 4 weeks of the date of this authorisation, and copies made available to all tutors and volunteers.

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