



POLICY 01: CODE OF CONDUCT POLICY

1. INTRODUCTION

U3A Mornington (U3AM) is a not-for-profit learning community run entirely for and by volunteers. It is able to function only because of its volunteer tutors and administrators.

2. PURPOSE

U3AM undertakes to provide its members with a trustworthy, fair and safe environment where everyone has the opportunity to participate in U3AM programs and activities. The purpose of this policy is to set out the obligations and Terms and Conditions of being a member of U3A Mornington Inc and the responsibilities involved, including where those responsibilities are set by government mandates. This policy will also outline the processes that will be followed where there is a breach of the Code of Conduct.

3. SCOPE

This policy applies to our member tutors, honorary/guest tutors and volunteers (hereafter referred to as volunteers) and to our members.

The principles set out in this Code of Conduct are intended to apply to any U3AM-related context including classes, activities, excursions, auspiced social functions, meetings, conferences and holiday trips.

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4. POLICY

4.1 It is an expectation that all members and volunteers of U3AM agree to the following Code of Conduct.

a) Rights of U3AM Members and Volunteers:

Every member and volunteer of U3AM has the right to:

- Feel safe and respected.
- Enjoy a supportive and positive learning experience.
- Participate in learning, social and recreational opportunities.
- Make a complaint and receive prompt and fair resolution thereof.
- Have access to guidelines, policies and procedures adopted by U3AM.

b) Responsibilities of U3AM Members and Volunteers:

Every member and volunteer has the responsibility to:

- Understand and follow U3AM's guidelines, policies and procedures.
- Always participate in U3A Mornington activities in a friendly and positive way.
- Deal in an honest and ethical manner with U3AM, its members, and other related organisations.
- Show respect, courtesy, and consideration to everyone they deal with in U3AM, related organisations, and the public, in relation to U3AM activities.
- Avoid all forms of discriminatory behaviour regarding gender, race, ethnicity, national origin, sexual orientation, religious or political beliefs/activities, or disability.
- Avoid behaviour that is inappropriate, disruptive or intimidating, such as would breach the rights of other persons to participate in a class/event or to carry out their designated role.
- Care for the property and possessions of members, of U3AM and any venue U3AM occupies.

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- Report actual or potentially unsafe situations or conduct to the Occupational Health & Safety Officer by emailing ohs@u3amornington.org.au or by advising their tutor.
- Ensure that they adhere to the U3AM COVID-Safe plans which apply and that are available on the U3AM [website](#).
- Refrain from promoting a personal business/cause that would place others in a vulnerable situation either financially, physically, or psychologically.
- Ensure that their personal details as listed on UMAS are up-to-date.
- Wear their current membership badge when attending any course or function of U3AM and understand that this membership badge is not transferable.
- Ensure that animals, other than registered assistance animals, do not attend U3AM classes/activities.

4.2 Participation in Classes and Activities

- Whilst U3A Mornington and its tutors take all care when conducting classes, members attend these classes at their own risk.
- Members undertaking exercise classes agree to take responsibility for:
 - Performing exercise within the limitations set by their medical practitioner.
 - Notifying the class leader immediately if they feel unwell or pain develops during the class.
- Members should ensure that they can operate independently in their classes/activities.
- Members who require assistance during a U3AM class or activity should ensure that a carer is present to assist them for the duration of that class or activity. (A carer is defined as anyone who is responsible for helping the member, including a relative, a friend or a paid professional carer.)
- Due to the popularity of some classes, if a member fails to attend regularly without a valid reason, their place may be offered to someone on the course waiting list.

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- Members are expected to be punctual and reliable in attending U3AM classes/activities/events or other commitments.
- Members are expected to register apologies for any absences.
- Members are expected to promptly withdraw from classes or activities which they are no longer able to attend or from volunteer commitments which they are no longer able to meet.

4.3 Policy regarding adherence to a COVID-Safe environment

This section refers to the existing Victorian and local government requirements and public health orders relating to COVID vaccinations. Until such time as these requirements are lifted, the following will apply:

- Any person who attends any U3AM activity must be fully vaccinated, unless the course is offered on-line.
- All members and volunteers must provide evidence to U3AM that they have been fully vaccinated. Evidence can be provided either via the Services Victoria app or a printed copy of the government-issued COVID Vaccination Certificate.
- Members may not attend classes until proof of full vaccination has been sighted.
- Masks and distance requirements which apply must be adhered to during classes (both indoors and outdoors).
- Members participating in a class must ensure that they are registered on the attendance form, in addition to scanning the relevant QR code.

4.4 Privacy/Confidentiality Issues

- Any data collected for U3AM management activities will be used, stored, archived or deleted strictly in accordance with U3AM's Privacy Policy.
- U3AM will use member email addresses to keep members informed about U3AM classes and activities, and community news which might be of interest to members.

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- Members are expected to observe strict confidentiality regarding organisational and members' personal information to which they may have access. Contact details of any U3AM member or tutor must not be disclosed to anyone without their permission.
- U3AM reserves all rights to video or photograph classes and activities, but will endeavour to respect members' privacy if known. U3AM may use photographs and/or videos of members for advertising and/or publicity purposes. If members do not wish for any photographs and/or videos to be used by U3AM, they must ensure that these requests are made known at the time the photo or video is taken. Please refer to the Privacy Policy (available on the [U3AM website](#)).

4.5 In ticking 'I agree to the Membership Conditions' when enrolling, the member accepts the Code of Conduct detailed in this Policy and agrees to abide by it. The member also gives U3AM permission to call a medical attendant or ambulance in case of an emergency.

4.6 U3AM reserves the right to amend this Code of Conduct as and when it is deemed necessary or when circumstances dictate. In such instances, members will be advised.

5. RESPONSIBILITIES

5.1 The 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.

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5.2 The 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.

6. PROCEDURE

6.1 Any queries about this Code of Conduct should be referred to U3AM's Secretary.

6.2 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. The Secretary will inform the President immediately.

6.3 Any complaint of a breach of this Code of Conduct will be handled in accordance with the *Grievance and Dispute Resolution Policy*.

7. RELATED POLICIES

02: Privacy Policy

05: Grievance and Dispute Resolution Policy.

08: Anti-Discrimination Policy

8. REFERENCES

U3A Network Victoria

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