



U3A Milton – Ulladulla Campus Incorporated

CODE OF CONDUCT

Introduction

It's the communication and cooperation between us that makes U3A Milton – Ulladulla run so well. We all need to keep it that way.

Principles

To check that I am doing the right thing, I should ask myself;

1. Is what I am doing legal?
2. Would I be proud of what I have done?
3. Is it consistent with the U3A Milton – Ulladulla constitution and policies?
4. Do I think it is the right thing to do?
5. Would I accept the same actions or attitudes from others?

The Code of Conduct

As a self-funded, member-based organisation, U3A Milton - Ulladulla expects that all members, tutors and other volunteers behave in a courteous and civilised manner in all dealings relevant to U3A Milton - Ulladulla.

As a member of U3A Milton - Ulladulla, you, therefore, agree to abide by this Code of Conduct by:

- 1) Participating in U3A Milton - Ulladulla activities in a **friendly and positive way at all times**.
- 2) **Being honest and ethical in all dealings** with U3A Milton - Ulladulla, its members and other related organisations.
- 3) Showing **respect, courtesy and consideration to everyone** you deal with in U3A Milton - Ulladulla, related organisations and the general public concerning U3A activities.

- 4) Being **punctual and reliable** in attending U3A classes/events/office rosters or other commitments; and forewarning of unavoidable absences, withdrawals from classes, events, or volunteer commitments. **Wear your current membership badge to all U3A Milton – Ulladulla classes and events.**
- 5) Observing **strict confidentiality regarding organisational and members’ personal information** to which you may have access; never disclosing contact details of any U3A Milton - Ulladulla member or tutor to anyone without their permission.
- 6) **Avoiding all forms of discriminatory behaviour** concerning nationality, ethnicity, gender, sexuality, culture, religion, age and mental or physical disability.
- 7) **Not engaging in 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.
- 8) **Preserving the wellbeing and safety of members** and the organisation by: Participating safely in each class or activity, and abiding by any reasonable directive or prerequisite specified by the tutor or event organiser for that participation.
- 9) **Refraining from activities or comments that promote a personal business/cause or that would place others in a vulnerable situation** either financially, physically or psychologically. Not causing any wilful damage to U3A Milton - Ulladulla premises, materials, facilities, equipment, or those of other venues.
- 10) **Promoting U3A Milton - Ulladulla in a positive way**, refraining from harming the organisation’s reputation or relationships by inappropriate comment or action.
- 11) **Abiding by this and all other U3A Milton - Ulladulla policies and procedures.**
- 12) **Following the U3A Milton - Ulladulla Grievance Policy & Procedure if dissatisfied, and abiding by decisions thus made.**

It is a condition of membership of U3A Milton – Ulladulla that you agree to abide by this Code of Conduct.

U3A MILTON - ULLADULLA CAMPUS INCORPORATED (“Association”)

DATE APPROVED BY THE COMMITTEE: 3 October 2018

THIS DOCUMENT IS DUE TO BE REVIEWED October 2020