



U3A Mackay Inc.

Code of Conduct

Introduction:

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. The U3A movement in Queensland 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. This Code of Conduct is designed to meet the legal requirements of both State and Federal governments with regard to “Duty of Care”.

Purpose:

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

U3A Mackay commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members’ personal rights.

Every member of U3A Mackay has the right to feel safe and respected; have a supportive and [positive learning environment to participate in learning; social and recreational opportunities and receive services fully compliant with U3A norms. Should a member make a complaint, they should receive prompt and fair resolution thereof.

Every member of U3A Mackay has the responsibility to respect the beliefs, needs and background of others; act and speak courteously with respect, understand and follow the organisation’s guidelines, policies and procedures. All activities should be carried out in an appropriate manner and work co-operatively for the benefit of all members. All members should report actual or potentially unsafe situations or conduct to assist in the governance of the organisation.

The principles set out in this Code of Conduct are intended to apply to any U3A – related context including classes, activities, auspiced social functions, meetings, and conferences.

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

A breach of the Code of Conduct will result in disciplinary action.

Procedures:

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

Any queries about this Code of Conduct should be referred to U3A Mackay's President or Secretary.

Responsibilities:

U3A Mackay's Committee is responsible for developing, adopting, implementing, publishing and reviewing this Code of Conduct and investigating and resolving any complaint made about a breach of this Code of Conduct.

U3A Mackay's President or 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 promptly.

Guidelines:

To understand if I am doing the correct action, I should ask myself;

Is it legal?

Would I be proud of what I have done?

Is it consistent with U3A Mackay Inc. Constitution?

Do I think it is the right thing to do?

Would I accept the same from others?