

Melbourne City U3A

Code of Conduct

Our U3A Melbourne City is built around volunteers and interactions between people. All of us have roles here as students/participants, tutors, group leaders, administrative coordinators, helpers, office staffers, committee and working group members. We also have important relationships with outside people, particularly the staff of the venues where classes are held. It is the communication and cooperation between all these parties that makes U3A Melbourne City operate effectively.

In line with policy directions from U3A Network Victoria, your committee has developed the following code of conduct to make sure that all of us, in whatever role we are acting, are aware of our responsibilities to each other and to this organisation.

As a self-funded, volunteer-based organisation, U3A Melbourne City expects that all members, tutors and volunteers will behave in a courteous and civilised manner in all dealings relevant to U3A Melbourne City.

As a member of U3A Melbourne City, you agree to abide by this Code of Conduct by:

1. Participating in U3A Melbourne City activities in a friendly and positive way at all times.
2. Being honest and ethical in all dealings with U3A Melbourne City, its members and other related organisations.
3. Showing respect, courtesy and consideration to everyone you deal with in U3A Melbourne City, related organisations and the general public in relation to U3A activities.
4. When using mobile phones, emails, messaging and social media (e.g. Zoom, Facebook, Twitter) use the same standards of courtesy and respect that apply to other forms of communication.
5. 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.
6. Observing strict confidentiality regarding organisational and members' personal information to which you may have access; never disclosing contact or personal details of any U3A Melbourne City member or tutor to anyone without their permission.
7. Avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, gender, sexuality, culture, religion, age and mental or physical disability.
8. Not engaging in behaviour that is inappropriate, disruptive or intimidating.
9. Providing a comfortable environment for members and the organisation by:
 - a. Participating responsibly in each class or activity and abiding by any reasonable directive or prerequisite specified by the tutor or the organiser of that event.

b. Refraining from activities or comments that promote a personal business, or cause and that could place others in a vulnerable situation either financially, physically or psychologically.

c. Not causing any wilful damage to U3A Melbourne City premises, materials, facilities, equipment, or other venues used by U3A Melbourne City.

10. Promoting U3A Melbourne City 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 Melbourne City policies and procedures.

All policies are available on our website. The Grievance Policy and Disciplinary Procedure are in the Rules of Association, other policies are posted under individual titles. For further information or advice contact the Secretary at Secretary@u3amelbcity.onmicrosoft.com

[Amended and Approved at Committee of Management Meeting #382 held on 18th August 2020]