



U3A Canberra POLICY No. P30

Code of Conduct Policy	
Publication date: 14 January 2025	Applies to: All members
Responsible person: President	Scheduled review date: Every three years as determined by the Committee
Approved by: Committee Meeting on 9 September 2024	Author: Kristine Riethmiller, Alex Gosman, Christine King

INTRODUCTION

Our Principles establish the framework for our operations and the Code of Conduct sets the standard of behaviour required of members participating in any U3A activity.

Our principles are:

- Membership is open to all over the age of 50.
- To use the skills and abilities of members to create affordable learning, activity, and social connection opportunities.
- Members share their knowledge, skills and time on a voluntary basis.
- Learning activities are for enjoyment, and/or interest, not for qualifications or awards.
- Activities take place in a friendly, supportive and inclusive environment that fosters the well-being of all participants.
- U3A members promote the value of lifelong learning and the positive social and mental benefits of participating in our activities.
- To be, at all times, non-political and non-sectarian in our approach.

PURPOSE

This policy defines the standard of behaviour required of members while participating in any U3A activity. It also sets out how the related documents will be used if there is a breach of the Code of Conduct (i.e. if the standard is not met).

POLICY

Every member is bound by the Code of Conduct as set out below.

1. All members agree to comply with the Code of Conduct by paying the membership fee. Renewing members will be reminded of their obligations under the Code of Conduct in their Membership Renewal Letter.
2. Breaches of the Code of Conduct may be dealt with:
 - under rule 11A of U3A's Objects and Rules (Dispute Resolution) and the associated Complaints and Disputes Resolution Policy, if a complaint is received from a member; and/or,
 - by the Committee as a disciplinary matter under rule 12 of the Objects and Rules (Disciplinary Procedure), but:
 - disciplinary action cannot be taken against a member in relation to a matter subject to dispute resolution (section 65B(4) of the *Associations Incorporation Act 1991*); and
 - a member who is subject to disciplinary action cannot initiate a dispute resolution procedure in relation to the same matter until the disciplinary action is completed (subrule 11A(8) of the Objects and Rules).
3. If a member is subject to disciplinary proceedings, including possible expulsion or suspension under Rule 12 of U3A's Objects and Rules, the Committee will take into account the Code of Conduct in those proceedings.
4. Very serious or criminal breaches of the Code of Conduct will be immediately sent to the relevant authority, such as police.
5. Members should contact the Member Liaison Person if they require clarification of the Code or if they wish to lodge a complaint about the behaviour of another member.

CODE OF CONDUCT

To support the principles, policies, objects and rules of U3A ACT Inc. (U3A) members participating in any U3A activity must:

- Abide by all U3A by-laws, policies and procedures, particularly the safety and wellbeing policies.
- Treat everyone with respect, courtesy, inclusivity and sensitivity, taking into account people's different individual experiences and views.
- Avoid any words or actions that might be interpreted by others as intimidation, discrimination, harassment, disruptive or other inappropriate behaviour.
- Comply with course/activity leader instructions and guidelines, including following all reasonable directions to ensure the safe, orderly and effective conduct of U3A activities.
- Behave with honesty and integrity.
- Respect the confidentiality of all members' personal information, including that of course/activity leaders, administrative volunteers, and other participants.
- Act responsibly so the reputation of our association is maintained, including in dealing with individuals or organisations with whom they have contact as part of a U3A activity.

SOURCES

U3A-ACT Inc. Objects and Rules.

RELATED DOCUMENTS:

- Complaints and Disputes Resolution Policy
- Safety and Wellbeing Policy
- Privacy Policy