Policy – Code of Conduct

Introduction

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. Whittlesea U3A Inc. is dedicated in 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 Whittlesea U3A Inc. programs and activities.

Purpose

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

Policy

1. Whittlesea U3A Inc. commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.
2. Every member of Whittlesea U3A Inc. has the right to:
   - feel safe and respected
   - a supportive and positive learning environment
   - participate in learning, social and recreational opportunities
   - receive services fully compliant with U3A norms
   - make a complaint and receive prompt and fair resolution thereof
   - have access to guidelines, policies and procedures adopted by Whittlesea U3A Inc.
3. Every member of Whittlesea U3A Inc. has the responsibility to:
   - respect the beliefs, needs and background of others
   - act and speak respectfully
   - understand and follow the organisation's guidelines, policies and procedures
   - carry out all activities in an appropriate manner
   - work cooperatively for the benefit of all members
   - maintain positive relationships
   - care for the property and possessions of the organisation and members
   - help create an inclusive environment
   - report actual or potentially unsafe situations or conduct
   - wear a name badge to assist in the governance of the organisation
4. The principles set out in this Code of Conduct are intended to apply to any U3A-related context including classes, activities, social functions, meetings, conferences and holiday trips.
5. The principles set out in this Code of Conduct apply equally to all members and volunteers/employees.
6. A breach of this Code of Conduct may result in disciplinary action.

Procedures

1. 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 Whittlesea U3A Inc.'s Secretary. The

Secretary will inform the President immediately.

2. Any complaint of a breach of this Code of Conduct will be handled in accordance with Whittlesea U3A Inc.'s *Grievance Policy*.
3. Any queries about this Code of Conduct should be referred to Whittlesea U3A Inc.'s Secretary.

Responsibilities

Whittlesea U3A Inc.'s 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.

Whittlesea U3A Inc.'s 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.

Authorisation

This Policy reviewed and adopted by the Committee of Management of Whittlesea U3A Inc., and minuted as such on the 11th of May 2026.

This policy will be published by the Committee of Management of Whittlesea U3A Inc. on its website within 4 weeks of the date of this authorisation.

Policy Review

This Policy will be reviewed at least annually or when circumstances change.

Related Policies

- *Whittlesea U3A Inc. Grievance Policy*