



Code of Conduct

Every group, business and organisation depends on good relationships. This Code of Conduct is designed to maintain positive relationships within the membership of U3A Murraylands; as well as between ourselves and other organisations.

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

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

1. Participating in U3A Murraylands activities in a friendly and positive way at all times.
2. Being honest and ethical in all dealings with U3A Murraylands, its members and other related organisations.
3. Showing respect, courtesy and consideration to everyone you deal with in U3A Murraylands, related organisations and the general public in relation to 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.
5. Observing strict confidentiality regarding organisational and members' personal information to which you may have access; never disclosing contact details of any U3A Murraylands member or tutor to anyone without their permission.
6. Avoiding all forms of discriminatory behaviour in regard to 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.
 - 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 Murraylands premises, materials, facilities, equipment, or those of other venues.
9. Promoting U3A Murraylands in a positive way, refraining from harming the organisation's reputation or relationships by inappropriate comment or action.
10. Abiding by this and all other U3A Murraylands policies and procedures.
11. Following the **U3A Murraylands Grievance Policy & Procedure** if dissatisfied and abiding by decisions thus made.

Signed RK Zealand
CHAIRPERSON

Date: 21-9-2020

U3A Murraylands Committee accepted Date: 17-8-2020

Date of next review: August 2022