



U3A Pine Rivers – Code of Conduct – v2.4

1. Scope

The Code of Conduct applies to all members, committee members and volunteers of U3A Pine Rivers Inc. It is to be distributed to committee members and volunteers during induction. It is available electronically and in hard copy at the U3A Centre for any member to access and in new member packs.

2. Policy Statement

U3A Pine Rivers is committed to ensuring that the behaviour of our members and volunteers is based on our core vision and values.

U3A Pine Rivers is an organisation which follows the governance of the U3A Association.

3. Personal and Professional Behaviour

As members of U3A Pine Rivers our personal and professional conduct must strive to create a harmonious, safe and productive environment which is in-line with our values.

- 3.1. Respecting the dignity of the public, our members and volunteers and treating them with courtesy, honesty, fairly and sensitivity to their rights;
- 3.2. Bullying and inappropriate language/behaviour will not be tolerated;
- 3.3. Encourage friendship, inclusiveness and understanding;
- 3.4. Act in the interest of the organisation and its members;
- 3.5. Make decisions ethically, fairly and without bias using the best factual information available;
- 3.6. Maintain adequate documentation to support decisions made;
- 3.7. Comply with any legislative, industrial or administrative requirements and lawful and reasonable directions given by persons in authority. Adhere to the policies and procedures of the organisation; and
- 3.8. The resources of the organisation are to be used efficiently, carefully, lawfully and honestly. Unless authorisation has been given, U3A resources are not to be used for private purposes.

4. Complaints

- 4.1. Where a person believes they have been subjected to treatment or conduct that is in breach of this Code of Conduct they may lodge a complaint in writing with the Secretary of U3A Pine Rivers. The Secretary will inform the President immediately; and
- 4.2. Any complaint of a breach of this Code of Conduct will be handled in accordance with U3A Pine Rivers Dispute Resolution Policy.

5. Committee Members Must:

- 5.1. Be diligent in their role;
- 5.2. Attend Committee meetings or forward their apology to the secretary prior to the meeting;
- 5.3. Prepare for the meeting by reading the agenda, documents and any emails before the meeting;
- 5.4. Talk to the chair before the meeting if they need to clarify anything;
- 5.5. Participate fully in the meeting;
 - 5.5.1. Listen to what others say and keep an open mind;
 - 5.5.2. Contribute positively to the discussions;
 - 5.5.3. Discourage side conversations;
- 5.6. Fulfil any responsibilities assigned at the meeting and be prepared to report back on progress at the next meeting;
- 5.7. Make decisions based on proper governance for the organisation, not for individual interest or gain;
- 5.8. Not take advantage of the position on the Committee in any way;
- 5.9. Declare any conflicts of interest as they arise and act to ensure that these conflicts do not pose a risk to the organisation;
- 5.10. Always represent the organisation in a professional manner; and
- 5.11. Maintain confidentiality.