

<h2 style="text-align: center;">CODE OF CONDUCT POLICY</h2>

PURPOSE: To ensure members observe appropriate conduct and ethical standards in their interaction with each other during all U3A Nunawading Inc. classes, activities or events.

Every member has the right to:

1. Participate in learning, social and recreational opportunities;
2. A supportive, constructive and positive learning experience;
3. Feel safe and respected;
4. An environment free from discrimination, harassment and bullying;
5. Friendly and competent service delivery; and
6. Their privacy being respected and personal information confidentially maintained.

Every member has the responsibility to:

7. Respect the beliefs, needs and background of other members, appreciating individual differences and refraining from any discriminatory, harassing, bullying or intimidating behaviour;
8. Act and speak respectfully and with courtesy and maintain positive relationships;
9. Understand and observe U3A Nunawading Inc. Constitution and Rules and policies/guidelines/procedures;
10. Maintain the good reputation of U3A Nunawading Inc. and contribute to its ability to positively serve the community's interests;
11. Act with integrity and observe strict confidentiality regarding any access to members' personal information, never disclosing contact or any other details to anybody else without the member's prior permission;
12. Avoid any real or perceived conflict of interest;
13. Work co-operatively and collaboratively for the benefit of all members;
14. Help create an inclusive environment, and participate in maintaining a shared purpose;
15. Care for property and possessions of U3A Nunawading Inc. and members and report any safety hazards; and
16. Allow others the opportunity to enjoy programs and activities.

Breaches of the Code of Conduct will be managed through the U3A Nunawading Inc. Constitution and Rules, as also detailed in the Conflict Resolution Policy.

AUTHORISATION

This Privacy Policy was adopted by the U3A Nunawading Inc. Committee of Management meeting and minuted as such, on 8th December 2014.

RELATED DOCUMENTS/POLICIES/GUIDELINES/PROCEDURES:

U3A Nunawading Inc. Constitution and Rules

Conflict of Interest Policy

Conflict Resolution Policy (includes Grievance procedure and Disciplinary Action)

Privacy Policy

Occupational Health and Safety Policy

Sexual Harassment Policy