

Policy – Code of Conduct

(for all members, tutors and convenors)

Introduction

U3A Hawthorn exists for its members to participate in a broad range of educational opportunities in a positive and supportive learning environment. This environment is created largely through the communication and cooperation we have with each other and with visitors to our organisation, such as guest speakers and others who interact with U3A Hawthorn. Therefore we expect that we treat each other and others with respect and courtesy at all times.

Purpose and scope

This policy and associated procedures applies to all members, including volunteers, tutors inclusive of external tutors and convenors under the control of U3A Hawthorn. It sets out the expected standards of behaviour and applies to all forms of communication; verbal, written and email.

The code of conduct

It is a condition of membership of U3A Hawthorn that members agree to abide by this code of conduct. Members will:

- participate in classes and activities in a friendly and positive manner at all times,
- be punctual in attending classes or activities,
- not promote or advertise a personal business,
- communicate with other U3A members, guest speakers and visitors in a respectful manner which is free from personal abuse, raised voices, rudeness or insults,
- avoid all forms of discriminatory behaviour or vilification of others based on race, gender, religion, sexuality, culture, age, disability or political belief,
- not engage in disruptive or intimidating behaviour,
- respect the privacy of others, and not share private information that you have access to, such as email addresses or phone numbers, without members' consent,
- never offer financial or other inducements to tutors/convenors/presenters or volunteers,
 - tutors/convenors/presenters/volunteers must not accept any financial or other inducements,
- contribute to the smooth operation of the organisation, either by taking up specified volunteer roles or by assisting with occasional tasks, such as setting up of rooms, provision of refreshments, cleaning up, or office tasks, when requested,
- promote U3A Hawthorn in a positive manner, and not harm its reputation by actions or words.

Procedures

Members

- **Joining U3A Hawthorn**
All prospective members will be provided with the Code of Conduct.
New members can be accepted only after they agree to abide by the Code of Conduct.
- **Enrolment and re-enrolment**
All existing members will be required to abide by the Code of Conduct when they enrol for courses each year; by enrolling they agree that they are bound by this Code of Conduct.

Tutors and Convenors

- Tutors are required to reinforce the code principles at the beginning of their course and throughout its duration where necessary.
- Tutors will deal with breaches of the Code of Conduct informally in the first instance, by
 - Asking the member to withdraw a comment in class, or
 - Reminding the member of the specific requirement of the code in the class.

Should a class member further breach the Code of Conduct the tutor/convenor may take further action including:

- asking the member to leave the class, or
- meeting with that class member together with a designated member of the Committee of Management and issue a written warning, restating the expectations of behaviour,
 - The tutor/convenor and member of the Committee of Management will both sign the warning, provide it to the Honorary Secretary of U3A Hawthorn for filing and a copy to the member, if they request one, or
- asking the class member not to attend the class for rest of the year, or for the period of time that the class is scheduled to run.

Further breaches, or breaches by the same member over different classes, constitute a potential disciplinary matter in accordance with the disciplinary processes outlined in the U3A Hawthorn Rules of Association.

Where breaches come to the notice of other U3A personnel, such as the to the Course Coordinator, the Honorary Secretary or other members of the Committee of Management, such breaches should be referred to the tutor/convenor in the first instance for them to follow the process detailed above.

Reception

Any breaches of the Code of Conduct by members or volunteers in relation to Reception should be managed by the office manager or a member of the Committee of Management in their absence, using the same process as for tutors/convenors.

Responsibilities

It is the responsibility of the Committee of Management to ensure that:

- Members are aware of this policy,
- Tutors and convenors are aware of and agree to their role in relation to actively promoting this policy and to following procedures in relation to breaches of the Code of Conduct,
- the policy is published on the website within 4 weeks of the date of this authorisation.

Related policies and forms

- U3A Hawthorn Rules of Association
- U3A Hawthorn acknowledges that some of the content of this policy has been drawn from the Melbourne City U3A Code of Conduct and Complaints policy: <https://www.u3amelbcity.org.au/sites/default/files/users/user3/Code-of-Conduct-20181214.pdf>

Authorisation

This policy was adopted by the Committee of Management of U3A Hawthorn, and minuted as such, on 14 July 2021

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Approved by Committee of Management:	