

CODE OF CONDUCT

PURPOSE

This Code of Conduct has been compiled to establish acceptable ethical and legally compliant standards of conduct for all members and tutors of Southlakes U3A when involved in U3A activities. **Every member of Southlakes U3A needs to read this document.**

The intention of the Code of Conduct is to provide guidelines to allow efficient, lawful and harmonious interaction between the Executive Committee, Tutors, Members and any other organisation you have dealings with on behalf of Southlakes U3A.

SCOPE

As a self-funded, member-based organisation, Southlakes U3A expects that all members, tutors and other volunteers will behave in a positive, courteous, cooperative, friendly and civilised manner in all dealings relevant to Southlakes U3A. As a member of Southlakes U3A, you therefore agree to abide by this Code of Conduct by:

1. Being honest and ethical in all dealings with Southlakes U3A, its members and other related organisations.
2. Valuing what each member contributes to Southlakes U3A by showing respect, courtesy and consideration to everyone you deal within Southlakes U3A, related organisations and the general public in relation to U3A activities.
3. Being punctual and reliable in attending Southlakes U3A classes/events or other commitments, and, notifying in advance any unavoidable absences and withdrawals from classes, events, or volunteer commitment.
4. Respecting the confidentiality of Southlakes U3A members information.
5. Avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, gender, sexuality, culture, religion, age and mental or physical disability.
6. Preserving the well-being and safety of members and the organisation by:
 - a. 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.
 - b. 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.
 - c. Not causing any wilful damage to Southlakes U3A premises, materials, facilities, equipment, or those of other venues.
7. Promoting Southlakes U3A in a positive way, refraining from harming the organisation's reputation or relationships by inappropriate comment or action.
8. Abiding by the Code of Conduct and all other Southlakes U3A Policies and Procedures.

GUIDELINES TO ASK MYSELF

- Is it legal?
- Have I exercised 'duty of care'? (ie taken responsibility to avoid placing myself and others at a risk of injury)
- Will I be proud of what I have done?
- Are my actions consistent with Southlakes U3A Constitution?
- Do I think it is the right thing to do?
- Would I accept the same from others?