

Code of Conduct

U3A South Coast expects that all members, tutors and other volunteers will behave in a courteous and civilised manner in all dealings relevant to U3A South Coast.

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

- ◆ Participating in U3A South Coast activities in a friendly and positive way at all times.
- ◆ Being honest and ethical in all dealings with U3A South Coast.
- ◆ Showing respect, courtesy and consideration to everyone you deal with in U3A South Coast and the general public in relation to our activities.
- ◆ Being punctual and reliable in attending U3A South Coast classes/events/office rosters or other commitments; and forewarning of unavoidable absences, withdrawals from classes and events
- ◆ Observing strict confidentiality regarding organisational and members' personal information to which you may have access.
- ◆ Avoiding all forms of discriminatory behaviour in regard to nationality ethnicity, gender, sexuality, culture, religion, age and mental or physical disability.
- ◆ Not engaging in behaviour that is inappropriate, disruptive or intimidating, as would breach the rights of other persons to participate in a class/event or to carry out their designated role.
- ◆ Preserving the wellbeing and safety of members, tutors and presenters, office staff, committee and working group members by :
 - ◇ Participating safely in each class or activity, and abiding by all reasonable directives or prerequisites specified by the tutor or group leader for that participation;
 - ◇ Refraining from activities OR comments that would place others in a vulnerable situations;
 - ◇ Not causing any wilful damage to U3A South Coast premises, materials, facilities or equipment
- ◆ Promoting U3A South Coast in a positive way
- ◆ Abiding by this Code of Conduct and all other U3A South Coast published policies and procedures