



Douglas Shire
UNIVERSITY OF THE THIRD AGE

CODE OF CONDUCT

U3A Douglas Shire is committed to ensuring a high standard of conduct in all interactions: both with members and non-members, and in providing an environment where everyone feels welcomed, supported and safe.

U3A Douglas Shire expects that all members, non-members, tutors, staff and volunteers act within the policies and procedures underpinning our constitution and the principles of fairness, integrity, transparency, dignity and respect:

1. Participate in a friendly and positive way at all times and show respect, courtesy and consideration to everyone in U3A Douglas Shire.
2. Be punctual and reliable in attending U3A courses and events; and forewarn of unavoidable absences, withdrawals from courses, classes, events or volunteer commitments.
3. Encourage an inclusive and non-judgemental approach in the exchange of ideas and opinions, with respectful and meaningful contributions to discussions.
4. Observe strict confidentiality regarding organisational and members' personal information to which you may have access, never disclosing contact details of any U3A member or tutor to anyone without their permission.
5. Acknowledge and support diversity in regard to nationality, ethnicity, gender, sexuality, culture, religion, age and mental or physical capacity.
6. Preserve the wellbeing and safety of members and the organisation by abiding by any directive or prerequisite specified by tutors or event organisers for the relevant participation.
7. Ensure care is taken with the use of all U3A Douglas Shire property and equipment, including the use of building and room hire facilities.
8. Promote U3A Douglas Shire in a positive way, refraining from harming the organisation's reputation or relationships by inappropriate comment or actions.