

## Policy - Code of Conduct

U3A Yarra City commits itself to this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.

Every member of U3A Yarra City has the right to:

- feel safe and respected, in a supportive and positive learning environment;
- receive prompt and fair resolution of complaints;
- have access to guidelines, policies and procedures of U3A Yarra City.

Every member of U3A Yarra City has the responsibility to:

- show respect for the beliefs, needs and background of others
- understand and follow the organisation's guidelines, policies and procedures
- work cooperatively for the benefit of all members
- care for the property and possessions of the organisation and members
- report actual or potentially unsafe situations or conduct.

Where a person believes they have been subject to treatment or conduct that is in breach of this Code of Conduct he/she may lodge a complaint with a member of U3A Yarra City's Committee of Management. Any complaint of a breach of this Code of Conduct will be handled in accordance with U3A Yarra City's rules on Grievance Disputes (see Extract from U3A Yarra City Rules, at end of this document).

Version 1.0	Code of Conduct
Endorsed by U3A Yarra City Committee of Management	Date: 26/04/2016