



TAMBORINE MOUNTAIN U3A

Code of Conduct

Preamble

Every group, business and organisation relies for its smooth operation on its members having good relationships. Here are some measures to make sure ours stay strong and healthy. Every member needs to read this.

Like all U3As, U3A Tamborine Mountain is built around interactions between people. All of us have a role here: as students/participants, tutors and group leaders, administrative coordinators and helpers, office staffers, committee and working group members.

We also have important relationships with outside people, particularly the staff of the venues where classes are held. It's the communication and cooperation between all these parties that makes U3A Tamborine Mountain run so well.

Code of Conduct

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

1. Participating in activities in a friendly and positive way at all times.
2. Being honest and ethical in all dealings with U3A Tamborine Mountain, its members and other related organisations.
3. Showing respect, courtesy and consideration to everyone you deal with in U3A Tamborine Mountain, related organisations and the general public.
4. Being punctual and reliable in attending classes/events/office rosters or other commitments and forewarning of unavoidable absences, withdrawals from classes/events/office rosters or other commitments.
5. Observing strict confidentiality regarding organisational and members' personal information to which you may have access; never disclosing contact details of any U3A Tamborine Mountain member or tutor to anyone without their permission.
6. Avoiding all forms of discriminatory behaviours in regard to nationality, ethnicity, gender, sexuality, culture, religion, age and/or mental or physical disability.

7. Not engaging in behaviour that is inappropriate, disruptive or intimidating, such as would breach the rights of other persons to participate in a class/ event or to carry out their designated role.
8. Preserving the wellbeing and safety of members and the organisation by:
 - Participating safely in each class or activity and abiding by any reasonable directive or prerequisite specified by the tutor or event organiser.
 - Refraining from activities or comments that promote a personal business or cause or which would place others in a vulnerable financial, physical or psychological situation; and
 - Not causing any willful damage to U3A Tamborine Mountain owned or rented premises, materials, facilities, or equipment.
9. Promoting U3A Tamborine Mountain in a positive way and refraining from harming the organisation's reputation or relationships by inappropriate comments or actions.
10. Abiding by this and all other U3A Tamborine Mountain policies and procedures.
11. Following the U3A Tamborine Mountain Grievance Policy and Procedure if dissatisfied and abiding by the decisions thus made.