

U3A Rockhampton and District Inc.

ABN 83 907 668 103

CODE OF CONDUCT

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Every group, business and organisation depends on good relationships. Here are some measures to make sure ours stay strong and healthy. Every member needs to read this.

Like all U3A's, U3A Rockhampton is built around interactions between people. All of us have roles here: as students/participants, tutors and group leaders, committee and working group members. We also have important relationships with outside people. It's the communication and cooperation between all these parties that makes U3A Rockhampton run so well. We need to keep it that way.

Your management committee has developed the following Code of Conduct to make sure that all of us, in whatever role we are acting, are aware of our responsibilities to each other and to this association.

Code of Conduct

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

1. participating in U3A Rockhampton activities in a friendly and positive way at all times;
2. being honest and ethical in all dealings with U3A Rockhampton, its members and other related organisations;
3. showing respect, courtesy and consideration to everyone you deal with in U3A Rockhampton, related organisations and the general public in relation to U3A activities;
4. being punctual and reliable in attending U3A Rockhampton events or other commitments; and forewarning of unavoidable absences, withdrawals from events, or volunteer commitments;
5. observing strict confidentiality regarding organisational and members' personal information to which you may have access; never disclosing contact details of any U3A Rockhampton member or coordinator to anyone without their permission;
6. avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, gender, sexuality, culture, religion, age and 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 an event or to carry out their designated role;
8. preserving the well-being and safety of members and the association by:
    a. participating safely in each activity, and abiding by any reasonable directive or prerequisite specified by the 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; and

c. not causing any wilful damage to U3A Rockhampton's premises, materials, facilities, equipment, or those of other venues;

9. promoting U3A Rockhampton in a positive way, refraining from harming the association's reputation or relationships by inappropriate comment or action;
10. abiding by this and all other U3A Rockhampton policies and procedures; and
11. following the U3A Rockhampton Internal Grievance Procedures if dissatisfied, and abiding by decisions thus made.

Personal Space and Social Photography

1. We value the comfort, safety, and personal autonomy of all members; to operate on a foundational principle of mutual respect, requires strictly honoring individual boundaries and physical personal space of others. To maintain an environment where everyone feels safe, we must enforce a strict physical boundary policy: Members must refrain from any unwanted or uninvited physical contact. This includes, but is not limited to, hugging, patting, grabbing, leaning on, or placing hands on another person. Any professional or socially acceptable contact (such as a handshake or high-five) should only occur with the clear, unambiguous consent of the other person. If a member moves away, steps back, or expresses discomfort, their personal space must be given immediately and without question. Members are reminded that under the Qld criminal code act any physical contact made without a person's consent can be considered a criminal offence.

2. We want everyone to feel safe, relaxed, and comfortable at our activities whether it is a social or an educational environment. An announcement will be made at an activity advising of photographs to be taken; this is seen as requesting permission in taking a photograph to all attendees. If you do not want to be in any photos, **please move out of the designated area** or step away before the picture is taken it is your responsibility not the photographer. It is not an offence to take public photos and have circulated on our media outlets such as Flyers/Newsletter Website of Facebook. The photographer must respect the word NO when requesting permission. If a photograph has been taken and you do not wish to have it published either contact the activity coordinator or our Secretary to have it deleted.