

# CODE OF CONDUCT - Guidelines

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## U3A Nepean Blue Mountains Inc.

### 1. Purpose

This Code of Conduct has been compiled to establish acceptable ethical standards of conduct for all members and tutors of U3A Nepean Blue Mountains Inc. when involved in U3A activities. The intention of the Code is to provide guidelines to allow efficient, lawful and harmonious interaction for all our members.

### 2. Scope

All members of U3A Nepean Blue Mountains Inc. are required, under this Code of Conduct, to behave at all times, when involved in U3A activities, in a way which upholds the following standards:

- Behave honestly and with integrity.
- Act with care and diligence.
- Treat everyone with respect, courtesy and without harassment.
- Not discriminate against any person.
- Ensure that any class debate or discussion is conducted in a proper manner with due respect for everyone's opinion.
- Appreciating individual difference.
- Report actual or potential unsafe situations including inappropriate class behaviour to the President or Secretary.
- Comply with all Federal, State, Local and U3A laws.
- Comply with any lawful and reasonable direction given by anyone who has authority to give direction.
- Use U3A resources in a proper manner.
- Not engage in inappropriate touching or suggestive remarks or actions of a sexual nature.
- Follow a Conflict of Interest Policy.

The principles set out in this code are intended to apply to any U3A related activity, including classes, social functions, meetings, conferences and holiday trips.

A breach of this code of conduct will result in disciplinary action possibly cancellation of membership and/or suspension of a class.

### 3. Guidelines – To understand if I am doing the right thing, I should ask myself;

1. Is it legal?
2. Would I be proud of what I have done?
3. Is it consistent with U3A Nepean Blue Mountains Inc. constitution and by-laws?
4. Do I think it is the right thing to do?
5. Would I accept the same from others?