

Code of Conduct

**All references to U3A Ipswich are a reference to U3A Ipswich & West
Moreton Inc.**

Introduction

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 U3As, U3A Ipswich is built around its people.

All of us have roles here: as students, tutors, volunteers, and committee members.

We also have important relationships with outside stakeholders, particularly Ipswich City Council, our major sponsor.

It's the communication and cooperation between all these parties that makes U3A Ipswich run so well.

We need to keep it that way.

Principles

To check that 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 the U3A Ipswich constitution and by-laws?
4. Do I think it is the right thing to do?
5. Would I accept the same actions or attitudes from others?

Code of Conduct

U3A Ipswich expects that all members, tutors and volunteers will support its objectives by-

1. Valuing what each member contributes to U3A Ipswich;
2. Behaving with honesty and integrity, while working cooperatively with other members;
3. Treating everyone with respect and courtesy, and without harassment;
4. Being punctual and reliable in attending U3A Ipswich classes/events/office rosters or other commitments;
5. Participating safely in each class or activity, and abiding by any reasonable directive or prerequisite specified by the tutor or event organiser for that participation;
6. Observing strict confidentiality regarding organisational and members' personal information to which you may have access; never disclosing contact details of any U3A Ipswich member or tutor to anyone without their permission;

7. 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;
8. Not causing any wilful damage to U3A Ipswich premises, materials, facilities, equipment, or those of other venues;
9. Promoting U3A Ipswich in a positive way, refraining from harming the organisation's reputation or relationships;
10. Abiding by this and all other U3A Ipswich policies and procedures.

It is a condition of membership of U3A Ipswich that you agree to abide by this Code of Conduct.