



U3A Ipswich & West Moreton Inc  
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## CODES OF CONDUCT POLICY

### Code of Conduct for Members

Every organisation depends on good relationships. U3A Ipswich & West Moreton Inc (U3A Ipswich) is built around its people as we all have roles: students, tutors, volunteers, and committee members. We also have important relationships with outside stakeholders. Communication and cooperation between all these parties helps U3A Ipswich to operate effectively.

The basic principles for all is to ask yourself: Is it legal? Would I be proud of what I have done? Is it consistent with the U3A Ipswich's Constitution and By-Laws? Is it the right thing to do? Would I accept the same actions or attitudes from others?

- We value what each member contributes to U3A Ipswich.
- We behave with honesty and integrity and work cooperatively with other members.
- We treat all with respect and courtesy and without harassment.
- We are punctual and reliable in attending classes, events, meetings and roster commitments.
- We participate safely in each class or activity, and abide by any reasonable directive or prerequisite specified by the tutor or event organiser.
- We observe strict confidentiality regarding organisational and members' personal information to which we have access and never disclose contact details of any member or tutor to anyone without their permission.
- We expect all members to support our objectives by refraining from activities or comments that promote a personal business or cause or that would place others in a vulnerable situation either financially, physically or psychologically.
- We expect all members to not cause wilful damage to U3A Ipswich premises, materials, facilities, and equipment, or those of hired venues.
- We ask members to promote U3A Ipswich in a positive way, refraining from harming our reputation or relationships.

***It is a condition of membership that you agree to abide by this Code of Conduct and all other U3A Ipswich policies and procedures.***

### Code of Conduct for Management Committee members

In addition to the Code of Conduct for members, Committee members will:

- act in support of our vision, values and basic principles as detailed in our Strategic Plan
- act with honesty, integrity and in the best interests of the association
- make decisions fairly and impartially

- respect the confidentiality of meetings
- exercise due care, diligence and skill in fulfilling their role
- focus on issues, not people or positions
- use the resources of the association for a proper purpose
- be independent and considered in judgement
- fully participate in committee debate and deliberations
- avoid conflicts of interest and, where this is not possible, declare a conflict of interest immediately.