



CODE of CONDUCT (20-June-2012)

CODE OF CONDUCT

INAPPROPRIATE BEHAVIOUR AND EXCLUSION POLICY

The Committee of Management (COM) of The University of the Third Age (U3A) Box Hill clearly acknowledges that all members of the U3A Box Hill are entitled to participate in groups, classes, courses and activities of this U3A in various locations with reasonable freedom and without prejudice.

To protect the safety and rights of others and to maintain good order, in accordance with the norms of social justice, the U3A Box Hill has formulated a Code of Conduct in relation to inappropriate and/or unacceptable behaviour.

This policy and procedure gives the COM the responsibility and authority to advise and request changes in behaviour, or warn and, if necessary, to exclude a member or anyone else from any or all groups, classes, courses or activities should inappropriate and/or unacceptable behaviour occur.

The COM may delegate responsibility for the development, review, amendment and administration of this Code of Conduct to such other persons as are deemed appropriate by the COM from time to time.

At all times, the President, Vice-President and Secretary of the COM will exercise discretion as to how any enquiry and/or disciplinary action proceeds.



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PART ONE

CODE OF CONDUCT

INAPPROPRIATE BEHAVIOUR

1. Any behaviour which breaches the rights of other persons to participate safely in any group, class, course or activity organized by the U3A Box Hill or on U3A premises.
2. Failure to comply with a reasonable directive from any member of the Committee of Management (COM), tutor or class leader.
3. Failure to comply with a directive relating to health or safety or other inappropriate and/or unacceptable behaviour.
4. Willful or negligent damage to any property used by the U3A Box Hill or the property of other persons involved in the U3A Box Hill or other branches of U3A.
5. Any verbal or physical assault or attempted assault on any other member of the U3A Box Hill or participant in U3A Box Hill activities or anyone on premises used by U3A Box Hill.
6. Entering any property or location being used by the U3A Box Hill when not entitled to do so.
7. Conduct which is disorderly, intimidating or which interferes with other persons involved with U3A Box Hill.
8. Conviction of a criminal offence committed which may be related to the U3A Box Hill, members, COM, tutors or class leaders.
9. Any behaviour which, in the view of the COM amounts to racism, sexual harassment, intimidation or discrimination on the basis of gender, race, ethnic origin, disability, religious or political belief, marital status, sexual orientation or parenthood.
10. Failure to comply with any request or warning about inappropriate behaviour related to policy or procedure under this Code of Conduct.
11. This policy does not preclude the right or responsibility of any U3A Box Hill member to refer exceptional and/or inappropriate behaviour, especially relating to health and safety issues, directly to the attention of the police or other emergency services.



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PART TWO

CODE OF CONDUCT

PROCEDURES

Any exceptional, inappropriate and/or unacceptable behaviour which directly or immediately places in danger any member of the University of the Third Age (U3A) Box Hill or property being used by the U3A Box Hill should be reported to the police and/or other emergency service.

1. Copies of this Code of Conduct will be supplied to tutors and class leaders and will also be available from the U3A Box Hill Office and on the U3A Box Hill website and mentioned in the Newsletter.
2. Any changes to this Code of Conduct will be published in the newsletter and on the U3A Box Hill website and also provided in writing to tutors and class leaders.
3. Any member of the U3A Box Hill who may be affected by inappropriate behaviour is entitled to make a complaint to a tutor or class leader or to a member of the Committee of Management (COM).
4. The Secretary of U3A Box Hill, will be available to discuss confidentially any complaints or issues that arise from the interpretation or implementation of this Code of Conduct.
5. Complaints or other concerns will be logged and registered by the Secretary U3A Box Hill; all notes and documentation stored in a secure place.
6. The complainant may be requested to detail any complaint in writing, if the issue is not resolved after discussion with the Secretary.



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PART TWO (Continued)

CODE OF CONDUCT

PROCEDURES

7. The Secretary can be reached through the U3A Office telephone 9898 3336 or Email info@u3aboxhill.com.au
8. If the matter is urgent, and If the Secretary cannot be reached, any member of the COM may be contacted.
9. A complaint form will be provided to tutors and class leaders on request.
10. Where a complaint is made every endeavour should be made to balance the right of the person being the subject of the complaint to know the details of the complaint and any desire of the complainant to remain anonymous. However, unless there is any threat, intimidation or fear of violence or retribution, the complainant should be advised that their identity may have be revealed in the course of the procedures described here.
11. If the inappropriate behaviour persists the COM shall send a letter of caution to the person who has been verbally cautioned about their behaviour, requesting a written reply within fourteen (14) days.
12. If the inappropriate behaviour persists the COM will request the person to meet with representatives of the COM (or their nominees) to discuss the matter on a confidential basis.
13. Should the matter not be resolved by the steps above, the COM or their nominees retain the right to exclude the person who is the subject of complaint from membership of U3A Box Hill and to forbid him or her to participate in any group, class, course or activity.



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PART THREE

CODE OF CONDUCT

PROCEDURE TO FOLLOW SHOULD INAPPROPRIATE BEHAVIOUR OCCUR

Any exceptional, inappropriate and/or unacceptable behaviour which directly or immediately places in danger any member of the University of the Third Age (U3A) Box Hill or property being used by the U3A Box Hill should be reported to the police and/or other emergency service.

1. The COM wishes to emphasis that no one should put themselves at any risk by confronting a person causing a disturbance or behaving inappropriately in any class or activity.
2. Any person considered to be exhibiting inappropriate behaviour referred to in Part One above should be referred to the terms of this Code of Conduct.
3. If the inappropriate behaviour is not curtailed, a verbal caution should be given directly by the tutor or class leader, if it is possible and safe to do so.
4. The verbal warning should be in the presence of a witness, if possible.
5. If the circumstances are such that a verbal warning cannot be given, then the matter should be referred confidentially as soon as possible to the Secretary, U3A Box Hill, with full details of the incident.
6. Tutors or class leaders are empowered by the COM to ask a person to leave a class immediately, if it is safe to do so, where inappropriate or offensive behaviour has occurred.
7. In the first instance, any complaint should be discussed confidentially with the Secretary of U3A Box Hill.
8. Such complaints will be logged and registered by the Secretary, with all notes and documentation stored in a secure place.
9. The complainant may be requested to detail any complaint in writing, if the issue is not resolved after discussion with the Secretary.



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This Code of Conduct approved by the Committee of Management University of the Third Age, Box Hill

Dated Day of 2012

Signed Name..... Committee Position.....

Signed Name..... Committee Position.....

Committee of Management Contacts

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Vice-President	Bruce Bourke
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