



## Membership Commitment and Code of Conduct

### Purpose:

To promote a shared understanding of appropriate conduct and ethical standards for members (including Committee members and Class Leaders) in their interactions with each other during all U3A Ringwood activities.

To promote a culture of personal commitment as a condition of membership of U3A Ringwood as specified in this document.

### Every member has the right to:

1. Participate in learning, recreational and social opportunities offered by U3A Ringwood in accordance with their physical ability, knowledge or experience (where applicable) and class place availability.
2. An environment that is safe, respectful and free from harassment, discrimination and bullying.
3. Their personal information being maintained in accordance with U3A Ringwood's Privacy Policy.

### Every member has the responsibility to:

1. Support the purposes of U3A Ringwood and observe its Registered Rules, its policies and procedures - these can be viewed on the U3A Ringwood website: [u3aringwood.org.au](http://u3aringwood.org.au) and at the U3A Ringwood office).
2. Keep themselves up to date with U3A Ringwood policies, guidelines, notices and other information posted in the newsletter, on the U3A Ringwood website and on notice boards.
3. Contribute to an environment that is free from harassment, discrimination, intimidation or bullying behaviour.
4. Foster and maintain positive relationships which encourage cooperation and inclusiveness by acting and speaking respectfully and with courtesy.
5. Act with honesty and integrity towards U3A Ringwood, its members and the community.
6. Take responsibility, when attending classes for performing activities that are within the limitations of their health and abilities, and to notify the Class Leader immediately if they feel unwell or experience pain during the class.
7. Wear their current membership badge at all times when attending any U3A Ringwood activity.
8. Contribute their time and skills by volunteering to help with activities appropriate to their experience, ability and capacity.
9. Observe strict confidentiality regarding any access to members' personal information in accordance with U3A Ringwood's Privacy Policy.
10. Avoid any real or perceived conflict of interest and refrain from using U3A membership to promote personal interests or financial gain.
11. Support the safety, security and wellbeing of U3A Ringwood members, its property and possessions and report any issues to Class Leaders or committee members.
12. Maintain the good reputation of U3A Ringwood and contribute to its ability to serve the community's interests.

Any breach of the Membership Commitment and Code of Conduct should be reported to the Secretary. Issues will be managed in accordance with U3A Ringwood Inc.'s Rules and relevant policies.

These documents can be viewed on our website or in U3A Ringwood's office.

### AUTHORISATION:

This Membership Commitment and Code of Conduct was adopted by the Committee of Management of U3A Ringwood Inc. and minuted as such on 11 October 2018 and is posted on U3A Ringwood's website and Notice Boards.