

HUME UNIVERSITY OF THE THIRD AGE INCORPORATED

ARN A0032685W

ABN 28 150 157 211



CODE OF CONDUCT

INAPPROPRIATE BEHAVIOUR, EXCLUSION POLICY,

Version 1.2

9th June 2015

Version and Approval Record

Version Number	Date	Changes
Version 1	18/10/2012	First Version approved by Committee on 18 October 2012
	13/3/2015	Hume U3A Code of Conduct Version 1 compared with U3A Network Victoria Policy Guideline 03 – Code of Conduct V.1 dated 30 October 2014.
Version 1	13/3/2015	Revisited March 2015 and approved unchanged by the Committee on 13 March 2015.
Version 1.1	20/3/2015	Added front page, new Hume U3A logo, and this change record page.

Approval

Version Number	Date Approved	Approval
Version 1	18/10/2012	First Version approved by Committee on 18 October 2012
Version 1	13/3/2015	Revisited March 2015 and approved unchanged by the Committee on 13 March 2015

INAPPROPRIATE BEHAVIOUR AND EXCLUSION POLICY

CODE OF CONDUCT

All members of Hume U3A Inc. hereinafter called (“the U3A”) are entitled to participate in groups, classes, courses and activities of the U3A in various locations with reasonable freedom and without prejudice. To protect the safety and rights of others and to maintain good order, the U3A has formulated an “Inappropriate Behaviour and Exclusion Policy”.

This policy and procedure gives the Committee of Management the responsibility and authority to advise and request changes in behaviour, or warn, and if necessary, following the Disputes and Grievances clause in the Constitution, to exclude a member from any, or all, group, class, course or activity should inappropriate behaviour occur.

PART ONE

DEFINITION OF INAPPROPRIATE BEHAVIOUR

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

CODE OF CONDUCT

PART TWO

PROCEDURE IF INAPPROPRIATE BEHAVIOUR OCCURS

Any exceptional inappropriate behaviour which, directly or immediately, places in danger any member of the U3A, or property being used by the U3A should be reported to the police, or other emergency service.

1. Any person considered to be exhibiting inappropriate behaviour referred to in Part One above should be referred to the Code of Conduct.
2. Any member of the U3A, 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. The complainant may be requested to detail any in writing.
3. 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 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 been revealed in the course of the procedures described here.
4. If the inappropriate behaviour is not curtailed, a verbal caution should be given directly by the tutor, class leader or a person delegated by the Committee of Management. Preferably, the verbal warning should be witnessed.
5. If the inappropriate behaviour persists, the Committee of Management shall send a letter of caution to the person, requesting a reply within fourteen (14) days.
6. If the inappropriate behaviour still persists, the Committee of Management will initiate the “**Disputes and Mediation**” clauses of the Constitution of the Hume U3A.
7. Should the matter not be resolved by the mediation as dealt within the Constitution, the Committee of Management retains the right to initiate the procedure leading to expulsion of the member, as outlined in the “**Registration and Expulsion of a Member**” clauses of the Constitution.

- Appendix 1 Role of the Committee
- Appendix 2 Role of the Tutor
- Appendix 3 Role of any member

HUME U3A Inc.

INAPPROPRIATE BEHAVIOUR AND EXCLUSION POLICY

ROLE OF THE COMMITTEE

All members of Hume U3A Inc. ("the U3A") are entitled to participate in all activities of the U3A, in various locations, with reasonable freedom and without prejudice.

- To protect the safety and rights of others and to maintain good order, you are advised that any member of any activity, who exhibits inappropriate behaviour, may be excluded from any, or all, of the U3A activities.
- The U3A Committee of Management reserves the right to show and/or read the above notice, to any member exhibiting inappropriate behaviour, as a caution.
- Should any inappropriate behaviour continue, the Committee of Management has the authority to ask that member to leave the class. That member must comply with this request.
- The Committee of Management will then apply the procedure as contained in the Code of Conduct to protect the safety and rights of all members.
- Hume U3A's Secretary is responsible for
 - receiving and responding to enquiries about this policy
 - receiving complaints about bullying and sexual harassment or any other inappropriate behaviour for bringing a complaint to the immediate attention of the President.
- Hume U3A's President, or his/her delegate, is responsible for interviewing and supporting a complainant.
- Hume U3A's President is responsible for ensuring that a bullying complaint is handled in accordance with Hume U3A's *Grievance Policy* (refer *Grievance Procedure – Division 3 of Constitution – Pages 14 – 15.*).

Should, in the opinion of the Committee, there be any direct threat to the safety of persons or property, they are authorised to call 000 for assistance.

**Hume U3A Inc. Committee of Management
13th March 2015**

**P.O. Box 2057, Gladstone Park Vic 3043
Phone 9330 3239**

INAPPROPRIATE BEHAVIOUR AND EXCLUSION POLICY

ROLE OF THE TUTOR

All members of Hume U3A Inc. (“the U3A”) are entitled to participate in all activities of the U3A, in various locations, with reasonable freedom and without prejudice.

- To protect the safety and rights of others and to maintain good order, you are advised that any member of any activity, who exhibits inappropriate behaviour, may be excluded from any, or all, of the U3A activities.
- The U3A Committee of Management gives approval to the Tutor to show and/or read the above notice, to any member exhibiting inappropriate behaviour, as a caution.
- Should any inappropriate behaviour continue, the tutor has the authority to ask that member to leave the class. That member must comply with the tutor’s request.
- The Committee of Management must be advised of any action taken within 48 hours of this request. They will then apply the procedure as contained in the Code of Conduct to protect the safety and rights of all members.

Should, in the tutor’s opinion, there be any direct threat to the safety of persons or property, they are authorised to call 000 for assistance.

**Hume U3A Inc. Committee of Management
13th March 2015**

**P.O. Box 2057, Gladstone Park Vic 30437
Ph. 9330 3239**

INAPPROPRIATE BEHAVIOUR AND EXCLUSION POLICY

ROLE OF ANY MEMBER

All members of Hume U3A Inc. (“the U3A”) are entitled to participate in all activities of the U3A, in various locations, with reasonable freedom and without prejudice.

- To protect the safety and rights of others and to maintain good order, you are advised that any member of any activity, who exhibits inappropriate behaviour, may be excluded from any, or all, of the U3A activities.
- If inappropriate behaviour persists, refer this to the tutor, or class leader, for mediation.
- If mediation fails, the matter should be referred by telephone to the Committee of Management.
- If the matter is still not resolved, then the details are to be forwarded in writing to the Committee of Management for immediate resolution.
- In the interim, should any inappropriate behaviour still continue, the tutor has the authority to ask that member to leave the class. That member must comply with the tutor’s request.

Should, in the member’s opinion, there be any direct threat to the safety of persons or property, they are authorised to call 000 for assistance.

**Hume U3A Inc. Committee of Management
13th March 2015**

**P.O. Box 2057, Gladstone Park Vic 3043
Ph. 9330 3239**

Related Policies

- U3A [Name of U3A Group]’s Sexual Harassment Policy
- U3A [Name of U3A Group]’s Code of Conduct
- U3A [Name of U3A Group]’s Anti-Discrimination Policy