

U3A North Gold Coast Inc.

Code of Ethics

PURPOSE

This **Code of Ethics** (Code) establishes acceptable ethical and legally compliant standards of conduct for all members of U3A North Gold Coast Inc. when involved in U3A activities. The intention of the Code is to provide guidelines to allow efficient, lawful and harmonious interaction outcomes.

SCOPE

All members of U3A North Gold Coast Inc. are required under the Code, to behave at all times when involved in U3A activities in a way which upholds the following standards:

- Comply with all Australian laws, including the Queensland Anti-Discrimination Act.
- Behave in a courteous and civilised manner in all dealings relevant to U3A North Gold Coast and to behave with honesty and with integrity.
- Act with respect, care and diligence.
- Everyone has a duty of care to avoid placing themselves or others at risk or injury.
- Treat everyone with respect and courtesy and without any form of Harassment.
- Comply with any lawful and reasonable direction given by anyone who has authority to give direction.
- Use U3A resources in a proper manner.
- Not engage in inappropriate touching; suggestive remarks or actions of a sexual nature.

DEFINITIONS

Harassment – The inappropriate physical or verbal interaction with another person, e.g. the placing of your hand on another person without their permission or disseminating inappropriate or abusive remarks in writing or through any form of electronic social media.

DESCRIPTION

This Code of Ethics is designed to meet the legal requirements of both State and Federal Governments.

GUIDELINES

To understand if I am doing the correct action, I should ask myself:

- Is it legal?
- Would I be proud of what I have done?
- Is it consistent with U3A North Gold Coast Inc. Registered Rules, Conditions of Membership and Code of Ethics?
- Do I think it is the right thing to do?
- Would I accept the same from others?