

## Carterton u3a – Code of Conduct

Mutual respect, supporting and learning from each other and effective communication are key elements to our work. u3a staff, members, Volunteers, Trustees and Council Representatives have the right to carry out their responsibilities without being bullied or abused either verbally or physically.

We expect u3a members, Trustees, Council Representatives, Volunteers, and contractors to:

Treat everyone with dignity and respect regardless of their age, gender, ability, race, cultural background, sexual orientation or religious belief.

Maintain a respectful attitude towards the opinions of others.

Act as a good role model with appropriate behaviour.

Act in the best interest of the Third Age Trust and not do anything which may bring the Trust or the wider u3a movement into disrepute or expose it to undue risk.

Uphold the Principles of the u3a movement.

Promote diversity, equality, and inclusion in everything we do.

Abide by Third Age Trust policies and procedures (as relevant to their role).

Use the Trust's resources responsibly and only to further its stated charitable objects/purposes.

Reflect the current organisational policy of The Third Age Trust, regardless of whether it conflicts with personal views.

Ensure organisational and individual confidentiality at all times.

We expect everyone to contribute in a positive way and ask that everyone keep this Code of Conduct in mind to make the Third Age Trust a positive place to work, volunteer and be a part of.

The Carterton u3a operates a zero-tolerance policy towards violence, harassment, bullying and sexual, religious or racial discrimination of staff, u3a members, Volunteers, Trustees, Council Representatives, contractors and the general public. If this is identified, the Chair should be informed so they may take appropriate action to protect the relevant parties.

All those who are part of the u3a movement have a duty to report any safeguarding concerns either to their local u3a where it concerns a member of their own u3a, or the u3a Office if it relates to Trust Volunteers, Trustees or staff.