

U3A Yarra Ranges Policies and Procedures are formal statements that regulate, direct and control the organisation's operations. They underpin decision-making and/or the way members of the organisation conduct activities.

Policy statements are consistent with and ensure that U3A Yarra Ranges complies with, its rules and regulations, relevant legislation, standards, community expectations and risk reduction.

Policies will be reviewed annually, or sooner as deemed necessary.

Each policy consists of

Introduction   Purpose	Who the policy applies to and why it exists
Policy	Details of the actual policy
Procedures	Step by step details of the actual procedure, including responsibilities
Responsibility	Who is responsible for implementing and reviewing the policy
Authorisation	How the policy will be adopted and communicated throughout the organisation
Related Policies	How the policy will be implemented throughout the organisation

Policies

1. Privacy
2. Sexual Harassment
3. Code of Conduct
4. Bullying
5. Risk Management
6. Anti-discrimination
7. Health & Safety (Serious Injury and Incident)
8. Conflict of Interest
9. Social Media Guidelines on Acceptable Use