



BEHAVIOUR AND CODE OF CONDUCT

Behaviour and Code of Conduct Policy

Policy Statement

North Coast Radio Inc. clearly states its expectations in terms of behaviour in order that Volunteers, Members and Program Presenters will understand their boundaries and manage their behaviour and personal responses to people and situations.

North Coast Radio Inc. follows Equal Opportunity Principles and supports working conditions that ensure an equal chance in seeking and obtaining experience, accessing training, the benefits of participation in community radio.

North Coast Radio Inc. does not tolerate any form of discrimination and will ensure all participants are treated fairly – regardless of their sex, race, disability, sexuality, gender identity, marital, relationship or parental status, age, pregnancy, breastfeeding needs, medical condition, religious belief or political beliefs or trade union activity.

North Coast Radio Inc. is committed to healthy and safe workplace and does not tolerate any forms of intimidation, bullying and harassment.

Responsibility

Management Committee, Manager, Program Presenters, all Volunteers

Distribution

Management Committee, Manager; Program Presenters.

Codes

The following codes will support the Behaviour and Code of Conduct policy:

- Volunteer/ Program Presenters Code of Conduct
- Volunteer/ Program Presenters Code of Confidentiality
- Volunteer/ Program Presenters Dress Code

Volunteer/ Program Presenters Code of Conduct

The Volunteer & Broadcasters Code of Conduct outlines the standards of acceptable behaviour at work and shall be maintained by all Community Radio participants:

- a) abide by the philosophy of North Coast Radio Inc. stated in the Behaviour and Code of Conduct Policy;



- b) observe all the rules of North Coast Radio Inc. including those specified in the Constitution and any others determined by the Management Committee or the membership of the organisation;
- c) follow the grievance procedures established by the Management Committee to try to resolve any conflicts with other Volunteer/ Program Presenters, Management Committee members or members of North Coast Radio Inc.;
- d) represent North Coast Radio Inc. in a positive way;
- e) adhere to the Volunteer/ Program Presenters Code of Confidentiality;
- f) abide by North Coast Radio Inc. policies
- g) adhere to all the accounting procedures of North Coast Radio Inc.;
- h) not harass or abuse physically, verbally or sexually Program Presenters, Management Committee members, volunteers or members of North Coast Radio Inc.;
- i) not discriminate against Program Presenters, volunteers, Management Committee members or members of North Coast Radio Inc.;
- j) not accept regular gifts (other than small tokens of appreciation) or purchase any items from Station members;
- k) not have sexual relationships within Station premises;
- l) not give professional advice to members that they are not qualified to deliver. North Coast Radio Inc. Volunteer/ Program Presenters are only in a position to provide information;
- m) not alienate people from the Station;
- n) treat people with courtesy, respect and consideration, act on complaints and work to the best of their ability;
- o) inform the Manager and follow the *Working with Children guidelines (References B-R003)* when dealing with children.
- p) abide by the principle that North Coast Radio Inc. is a non-smoking workplace;

The purpose of the Volunteer/ Program Presenters Code of Conduct is to make expectations clear to all Volunteer/ Program Presenters, in simple, direct language, reducing confusion and possible conflict.

A copy of the Code shall be given to all Volunteer & Broadcasters on recruitment who will sign their understanding and acceptance of the code.

The Manager shall ensure all Volunteer & Broadcasters receive annual training on the meaning and practice of the Volunteer & Broadcasters Code of Conduct and report the completion of this training to the Management Committee.

Volunteer/ Program Presenters shall be informed that failure to abide by the Volunteer & Broadcasters Code of Conduct may lead to dismissal from North Coast Radio Inc.



Volunteer/ Program Presenters Code of Confidentiality

The following Code of Confidentiality shall be maintained at all times:

- a) Organisational records are available within the organisation and authorised person/s may read a file only when it is required to carry out their work.
- b) No personal details/information (such as home phone numbers) of Management Committee members, Volunteers and Program Presenters will be provided to anyone outside North Coast Radio Inc. without the express approval of the person involved.
- c) Where there is need to contact a Volunteer, member or Program Presenters, a message will be taken and if possible passed on to the relevant person to allow them to contact the person involved.
- d) If an extreme situation arises where a breach of confidentiality has occurred, discussion with the Management Committee will occur if required.
- e) Debriefing with volunteers can occur to ensure that people deal with situations appropriately.
- f) No confidential or sensitive issues of North Coast Radio Inc. shall be discussed with people outside the organisation unless failure to do so constitutes a breach of legal obligation.

Failure to comply with the Volunteer/ Program Presenters Code of Confidentiality may result in expulsion from the organisation.

The Committee shall ensure all Volunteer/ Program Presenters will receive annually, a copy and will sign off on the meaning and practice of the Volunteers Code of Conduct and Confidentiality.

Volunteer/ Program Presenters Dress Code

Volunteer/ Program Presenters should wear neat clothes appropriate to the type of work and not offensive to members or fellow workers.

I hereby agree to abide by the above Code of Conduct:

Name:

Signed.....

Date: