



Deepwater & District Community FM Radio Inc.

PO Box 129 Glen Innes 2370

Ph (Glen Innes) 6732 1270, Church Street Office & Fax 6732 6729

Glen Innes 105.9MHz, Deepwater 91.1 MHz

2CBD Code of Conduct

Adopted by The Committee of Management: 24/4/17

Associated Policies:

Complaints Handling Policy;

This policy sets out the procedure for recording the lodgment for written complaints.

Association Constitution;

The constitution provides a mechanism for the resolution of disputes where there is a potential for the problem to escalate and cause difficulties for the Association.

Policy:

This will establish a framework within which conduct of members will be assessed if a problem should arise from any member's conduct. All members should act in a manner respectful of the other person, remembering that all members have equal rights in an association such as ours. In the event that a member becomes aware of serious misconduct of another member, there is an obligation to report the matter to the Association President or Vice President.

The constitution provides that "*A complaint may be made by any member of the association that some other member of the association:*

12.1.2 Has persistently and willfully acted in a manner prejudicial to the interests of the association.

Any conduct, which will bring disrepute to our association within our communities or will cause unnecessary discord within our association is therefore subject to disciplinary action when this conduct is not in the interests of the association. The only body who may determine what is prejudicial to the interests of the radio station is the committee of management.

Any member who is the subject of this procedure has the right to know the issues raised. The member has the right to put his or her case before the committee of management. The member or members subject to disciplinary action must be given a minimum of 14 days notice to respond to the issues involved as required within section 13 of the constitution. The member has the right to have another member support them at the time the matter goes before the committee of management. This right does not include legal representation.

The committee of management will consider the alleged misconduct in relation to the following criteria:

- 1 Severity of misconduct
- 2 Ability of committee to confirm alleged misconduct.
- 3 If the alleged misconduct was of an accidental or willful nature.
- 4 Previous misconduct by the same member which has previously been brought before the committee of management.
- 5 Previous formal written warning / warnings to member / volunteer
- 6 Attitude of member to preventing a re-occurrence of misconduct

Some Examples of Conduct Which Will Result in Disciplinary Action

- a) Lack of adherence to these guidelines and rules
- b) Poor timekeeping and unreliability
- c) Not following pre-existing station rules and policies including programming policies and program briefs.
- d) Engaging in acts or broadcasts which may breach the Codes.
- e) Inappropriate handling or use of station equipment or other property.
- f) Engaging in broadcasts which may breach other related legislation such as the Broadcasting Services Act 1992 (which includes sponsorship provisions) copyright or defamation laws.
- g) Rudeness or hostility towards other volunteers and staff members.
- h) Intoxication through alcohol or other substances during working hours.
- i) Publicly bringing 2CBD into disrepute.
- j) Vindictive behavior designed to malign and discredit fellow member
- k) Verbal or physical harassment of any other volunteer, employee, member or guest of 2CBD particularly in respect of race, sex, disability or religion.
- l) Willful damage to or theft of property belonging to 2CBD or other volunteer employee, member, guest of 2CBD
- m) Falsification of any of the organization's records for personal gain or otherwise.
- n) Commercial misrepresentation of 2CBD.

Examples of Disciplinary Action

Any disciplinary action is determined only by the committee in a closed meeting to minimise discord within the association. The matter may be referred to a general meeting as a right of appeal subject to the conditions of the constitution in section 13

These may include but are not restricted to:

1. Revoking Membership (refer Constitution Section 12)
2. Temporary suspension of membership
3. Suspension of a presenter's program(s)
4. Suspension of a members right to participate in meetings
5. Suspension of any administrative role
6. Revoking a member's executive position or committee position
7. A verbal or written warning.

Written warnings to member / volunteers is a three step process as follows:

1. First formal notice in writing
2. Second formal notice in writing
3. Notice to the volunteer of dismissal from duties

An attempt should be made to make the disciplinary action appropriate for the particular breach of code of conduct. Repeat offenders may be treated with a more severe disciplinary measure.

The Committee of Management may provide a written confirmation of the action taken by the Committee in respect of the more serious breaches of this code.