



Gippsland FM

CODE OF CONDUCT

Objective

The objective of this policy is to set and maintain a standard for acceptable behaviour at Gippsland FM and ensure proper conduct always occurs.

By adhering to this code all members, employees, the Board, visitors and stakeholders can be assured they are working in a safe and respectful environment, while also safeguarding Gippsland FM's reputation.

Accountability

All individuals are accountable for their own behaviour. A proven breach of the code can result in being suspended or dismissed as an employee, member or volunteer. Unlawful behaviour will be reported to the police.

Responsibilities

It is each person's own responsibility to ensure that they conduct themselves in a manner that is above reproach and if they see behaviour that does not adhere to this Code, then they are encouraged to bring this to the immediate attention of the Secretary, or a Board member, in writing.

It is the Board's responsibility to investigate the breach.

Code of conduct:

Our code of conduct outlines appropriate actions for employees and members, as well as the legal consequences of breaking these rules. Whether on Station premises or representing the station in public our people are expected to:

- Act with integrity.
- Work within the Gippsland FM constitution and policies (available on website).
- Speak to all in a respectful manner i.e. no yelling or abuse.
- Ensure all information you provide (verbal or written) is completely truthful.



- Respectfully accept and follow decisions of the Board, station committees and other directives, such as State orders concerning COVID restrictions.
- Be impartial and act in the interests of the Station, members and the local community.
- Not seek to confer an advantage or disadvantage on any person.
- Avoid conflicts between your duties at the Station and personal interests or obligations.
- Act honestly and avoid statements (written or verbal) or actions that will, or are likely to, mislead or deceive a person.
- Treat all people, including our listening community, with the utmost respect and have due regard for their opinions, beliefs, rights and responsibilities.
- Treat Gippsland FM equipment and property with respect and care.
- Ensure all confidential information is kept confidential.
- Ensure that you have the authority to relay any information being given out.
- Ensure all money handling is open and transparent and meets the station's documented financial requirements.

Bullying

See [Bullying and Occupational Violence Policy](#)

Bullying behaviour is defined as repeated unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety. This type of unwanted behaviour will not be tolerated at Gippsland FM and anybody found to have acted in this way will be subject to disciplinary action. Violent or unlawful behaviour will be reported to the police.

Failure to follow the code

If a person fails to follow the behaviours outlined in the Code, the breach can be reported to the Secretary or a Board member in writing as soon as practical, stating:

- what the breach is
- when it occurred



- where it occurred
- who is responsible for the breach.

The Secretary will then notify the Board and depending on the severity of the breach, the Board will either hold a Special Board Meeting or bring it to the next Board Meeting. If it is evident a crime has been committed the issue will be reported to the police immediately.

At the Board meeting, the Board will discuss what the breach is and if necessary, investigate the alleged breach and determine the consequences.

The Board will decide which Board members will review the issue. Any person/s who is alleged to have committed a breach of the Code shall be advised in writing and will be provided with the Board's agreed process. They will also have an opportunity to be represented throughout that process.

Once receiving the written advice, the person/s will be given at least two weeks' notice to respond.

The person/s in question will be expected to participate in the Board review process and failure to do so may result in their membership being revoked for a period of time to be determined by the Board, depending on the severity of the breach.

If the Board is unable to resolve the issue, then a mediator will be called in to move the issue forward through a conflict resolution process.

No Retaliation

Gippsland FM will not tolerate retaliation against a person at the station who reports or participates in an investigation of a possible violation of our Code, policies, or the law. If you believe you are being retaliated against, please advise a board member. Retaliatory behaviour may result in the perpetrator being dismissed as an employee, member or volunteer.