

<p style="text-align: center;">GIPPSLAND FM POLICY</p> <p style="text-align: center;">STATION DIVERSITY AND INCLUSION POLICY</p>
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1.0 INTRODUCTION

- 1.1 Gippsland FM acknowledges that its human resources are its most valuable asset. As such, the collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our people bring to this organisation represents a significant part of not only our culture, but our reputation and our ability to achieve the over-riding objectives of the station in serving our community.
- 1.2 Gippsland FM also acknowledges that it must comply with the community broadcasting sector Codes Of Practice. Code 2 outlines the principles of diversity and independence and requires that the station has in place written policies and procedures that promote diversity and encourage community participation.
- 1.3 Gippsland FM has a range of written policies already established which assist the station in achieving its obligations relating to diversity and inclusion. This includes:
 - Community Engagement Policy – which outlines the priorities for the station in enhancing community access and the encouragement of local people that are not served or represented in the station’s programming,
 - Our People Policies – which outlines requirements to eliminate discrimination, the principles of volunteering and the rights and responsibilities of volunteers, and the rights and responsibilities of the station to its members, internal conflict resolution, vulnerable people and the station Code Of Conduct,
 - Programming policy – which details the requirements to encourage those members of the community who are under-represented in the media to participate in station broadcasting, to ensure the opposition to and breakdown of prejudice in all its forms and the objectives relating to community participation in station governance and oversight.
- 1.4 This Diversity & Inclusion Policy has been established to complement the above policy settings and give guidance and support to Gippsland FM members to ensure that the principles of diversity, inclusion and independence are clearly identified and understood.

1.5 Definitions

- 1.5.1 Diversity includes visible and invisible differences that exist between people, including (but not limited to) ethnicity and cultural background, gender, age, sexual orientation, physical abilities or features, family status, religious beliefs, political beliefs, perspectives and experience. It also refers to diverse ways of thinking and working.
- 1.5.2 Inclusion refers to ensuring that current, future and potential members have equality of opportunity in the organisation without any barriers or obstacles as a result of their race, colour, physical features, sex, sexual preference, gender identity, lawful sexual activity, age, physical or mental disability, marital status, family responsibilities, pregnancy, breast feeding, carer responsibilities, religion, political opinion, national extraction, social origin, industrial activity or related membership.

2.0 POLICY OBJECTIVES

- 2.1 Gippsland FM is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. The station will endeavour to establish procedures and a culture that maximises a respect for all individuals and provides equal rights to all.
- 2.2 The station approach to diversity and inclusion will be such that it will embrace and encourage its people and their differences. Further, Gippsland FM will build and maintain an organisation that encompasses the cross-section of people and differences that make up our membership and the wider community we serve. The station will maintain a bias towards the encouragement and inclusion of people who enrich the station in terms of diversity in whatever form is presented.
- 2.3 As a guiding principle, diversity and inclusion shall underpin the station's desire to:
- Improve long-term performance,
 - Optimise the use of human resources,
 - Provide for broader perspectives at board, committee and general membership activities within the station, and
 - Develop decision-making and organisational structures that reflect the demographics and the diversity of the community in which we operate.
- 2.4 Our measurable objectives under this policy shall be reviewed on an annual basis and include:
- Gender equality in the governance of the organisation,
 - Diversity of experience, thought and skill set on the Board, station committees and other leadership roles,
 - Fostering a culture conducive to respect and equality, and
 - Compliance with relevant legislation.

3.0 ACTIONS REQUIRED TO ACHIEVE POLICY OBJECTIVES

3.1 Equitable treatment for all

The station will continually pursue procedures and practices which adhere to diversity and inclusion requirements on key areas of station activities, including (but not limited to):

- a) recruitment and selection of volunteers and employees
- b) recruitment to various station committees and key roles
- c) opportunities for training, voluntary tasks, programming changes or new timeslots becoming available.

3.2 Respect

All members and stakeholders of Gippsland FM have a responsibility to treat others with courtesy, dignity and respect at all times. All personnel are expected to exhibit conduct that reflects inclusion, whether at the station or in other activities related to the station or the local community. The Board will ensure that respectful communication and cooperation between all members is maintained.

3.3 The station will also ensure that its suppliers and other contractors are also made aware of this policy and their obligations to behave appropriately.

3.4 The station will seek to deliver and grow its services to support those disadvantaged in the local community and to work in partnership with Culturally and Linguistically Diverse (CALD) and Indigenous communities in a culturally appropriate manner.

3.5 The station will pursue strong and enduring community partnerships through trust and co-operation to ensure that “at risk” groups are valued and supported, recognising each person’s right to self-determination and privacy. In particular, the station will:

- base all interactions on an understanding and respect for the importance that Aboriginal and Torres Strait Islander people place on relationships between people,
- acknowledge, respect and adhere to the cultural protocols practised by individual communities, and
- develop communication strategies that are relevant to respective communities.

3.6 The station will encourage all members to assess their own prejudices to ensure that all interactions between station personnel are conducive to a maintaining a workplace that is free from discrimination, violence or abuse and one that builds a sense of belonging for everyone.

3.7 Social Media

The station is aware that many members have their own social media accounts and are free to express their views on such platforms. However, the station would encourage all personnel to behave in a way that does not

damage the station's desire to build a community based on harmony, diversity and equity. As such, the following material is to be discouraged:

- profane, abusive, defamatory or violent items,
- hateful or discriminatory to anyone based on race, ethnicity, religion, gender, disability, sexual orientation or political beliefs,
- sexually explicit material,
- violations of copyright or intellectual property rights,
- discussions of illegal activity,
- spam, link baiting or files containing viruses that could damage the operation of other people's computers or mobile devices, or
- attacks on specific groups or any comments meant to harass, threaten or abuse an individual,

If a station member disrespects these guidelines or brings the station into disrespect, they may face disciplinary action relating to their on-going involvement with the station.

- 3.8 Any station personnel who believe they have been subjected to any kind of discrimination that conflicts with the station's diversity and inclusion policy are encouraged to seek assistance from the organisation (in accordance with the Internal Conflict Resolution Policy).
- 3.9 Any failure by members to comply with this policy may be subject to disciplinary action.

4.0 POLICY MANAGEMENT

4.1 Communication

The station will ensure that this policy is communicated to all station members, contractors, suppliers and other stakeholders to ensure they understand their obligations to comply with policy requirements. The policy shall also be made available to the general public via the station website.

4.2 Training And Induction

The station shall ensure that this policy is included in all station training and induction programs so that all new station participants are aware of its objectives and their requirements to assist the station in achieving these goals.

- 4.3 The Board shall be responsible for identifying procedures and controls to ensure the objectives of this policy are achieved. The Board shall also identify key performance measures related to this policy and lead by example to build the culture required to deliver the outcomes envisaged under this policy.

- 4.4 The Board shall report on the outcomes delivered under this policy on an annual basis.