

<p style="text-align: center;"><b>GIPPSLAND FM POLICY</b> <b>HUMAN RESOURCE POLICY</b></p>
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## **1.0 INTRODUCTION**

- 1.1 Gippsland FM welcomes diversity amongst its membership and staff and volunteers that participate or wish to participate in its activities. The station recognises that the particular contributions to the achievement of its purpose can be made by individuals from a wide range of backgrounds and experiences.
- 1.2 Gippsland FM is committed to the principle of equal opportunity for all members and prospective members in their involvement with the station. The Board of Directors will ensure that equal opportunity practices are maintained and that these are consistent with the principles of justice, equity and the spirit and intent of equal opportunity and anti-discrimination legislation.
- 1.3 Responsibility for implementing this policy will rest with the Board and any complaints received for non compliance will be handled under the station Internal Conflict Resolution Policy.
- 1.4 In order to realise its commitment to this policy, the station will:
  - a) promote the aims of this policy,
  - b) be pro-active in eliminating discrimination, including harassment and bullying, through training and guidance for members,
  - c) make this policy available to all members, and
  - d) regularly review the terms of this policy and related policies and all associated codes of practice and guidelines.

## **2.0 POLICY PRINCIPLES**

- 2.1 The underlying principles upon which Gippsland FM shall base its management of human resources include the:
  - a) provision of a safe and healthy work environment,
  - b) provision of policies and practices that ensure fair and equitable treatment,
  - c) recruitment and promotion of staff on the basis of relative efficiency through fair and open competition,
  - d) provision of satisfying involvement through clear objectives and role statements for all personnel,
  - e) fostering of harmonious working relationships,
  - f) regular consultation and communication with all members, and
  - g) encouragement of all station personnel to maintain proper standards of integrity, conduct and concern for the performance and reputation of the organisation in the public interest.

### **3.0 DISCRIMINATION**

- 3.1 In regard to membership or participation in station activities, no station member or prospective station member will be treated less favourably than any other person on the grounds of age, ethnicity, race, religious beliefs, marital status, sexual preference, physical or mental ability, occupation, cultural belief or political affiliation.
- 3.2 However, the above clause shall not apply when such treatment is within the law and determined by lawful requirements.
- 3.3 The Board shall ensure that all station structures, practices, policies and guidelines are free from direct or indirect discrimination on all relevant legislative grounds (refer Schedule 1).
- 3.4 The Board shall endeavour to ensure that all committees have adequate gender balance and wherever possible such committees are broadly representative of the station membership and culture. This should include co-option of participants where any deficiency exists.
- 3.5 All directors have a particular responsibility to ensure that the station is free from discrimination and discriminatory harassment, and that relevant policies and guidelines with regard to the resolution of complaints are followed.
- 3.6 The Board shall ensure that proper standards of conduct are maintained and that any known case of discrimination be dealt with immediately, without necessarily waiting for a formal complaint.

### **4.0 COMPLAINTS ON DISCRIMINATION**

- 4.1 All complaints relating to non-compliance with this policy or any other possible matters of discrimination shall be advised in writing to the Board. Any such complaints should be advised as soon as possible after such an event occurs or within a period of six months, unless good reason can be identified for events relating to a greater period of elapsed time.
- 4.2 The Board shall ensure that all complaints are taken seriously, treated sensitively and investigated fairly and impartially.
- 4.3 The Board shall follow the Internal Conflict Resolution Policy in dealing with complaints received in relation to this policy and endeavour to ensure a prompt and effective response.

### **5.0 MEMBERSHIP**

- 5.1 Introduction  
In the late 1980's Gippsland FM introduced a (second) category of membership for individuals or groups who did not wish to become shareholders in the co-operative which owns Gippsland FM. This form of membership is called Associate Membership – such members have the same rights and responsibilities as shareholder members, with the exception of the following;

Associate Members are:

- Not liable to make payments to the station in the event of a call on shares (as no shareholding exists for such members), and
- Ineligible to vote at formal meetings of the co-operative or be elected to the Board of Directors.

It is generally expected that subscribers who are supporting the station rather than participating, would make up the majority of Associate Members, however subscribers are welcome to join as shareholding members. Given that Associate Members do not have voting rights, applications do not require Board approval, however the Board still retains the right to not accept any such membership application or remove any such member from the organisation. It is noted that those involved with station broadcasting activities are required to become members (either shareholding or associate membership) of the station. [Refer Clause 3.4 of Programming Policy.]

## 5.2 Shareholder Membership

Shareholder members are those groups or individuals who are joint owners of the co-operative by virtue of their equity (shareholding) which is recorded in the Share Register (and as equity in Balance Sheet of the co-operative). As owners, Shareholders have the right to vote and be elected to the Board of Directors (if 18 years or over – as prescribed in the Co-operatives Act). Group members need to identify to the co-operative who their respective representatives are for such purposes.

In accordance with the station Constitution, Shareholders pay a deposit on the shares applied for and are liable to make payments on the outstanding amount in the event that the Board makes a call upon the shares. Rules on Calls on Shares are also outlined in the Constitution and the Act.

## 5.3 Shareholder Applications

Applications for shareholder membership must be received and approved by the Board of Directors – under the rules (Constitution) the Board may reject any such application without reason.

An application for shareholder membership must be made on the prescribed form (under the Act) and be accompanied by payment of a deposit on shares (one share is the minimum) plus the annual levy (or subscription amount). It is station policy that new members pay the full annual subscription rate applicable upon application for membership and be invoiced a pro-rata amount in the second year to retain financial status based on the number of months prior to the start of the next financial year (1 September for the station) that the application is received.

Once approval of the application for shareholder membership has been made by a resolution of the Board (i.e. a motion), the applicant's name shall be duly entered into the Share Register.

#### 5.4 Membership Approval

As a courtesy, the Board would furnish the applicant with the following:

- A letter advising that the application for membership has been accepted or rejected – if accepted a note of welcome and advice on participating in station activities, members rights and responsibilities, and
- A receipt for the payments made (optional these days).

Evidence of membership as a shareholder is as follows:

- A copy of the signed application on file, and
- A motion in the minutes of any Board meeting that the application is approved (for shareholders), and
- A copy of the receipt of payment made – in the name of the applicant, and
- An entry in the share register.

A shareholder may also request a Share Certificate from the co-operative outlining the designated shareholding that has been allocated.

#### 5.5 Financial Status Of Members

This matter is covered under the provisions of the Co-operatives Act whereby Active Membership is defined and is also covered further in the Constitution of the co-operative. In simple terms, it is noted that all members (shareholders and associate members) other than Life Members are required to pay annual subscriptions to the station to maintain their status as Active Members.

#### 5.6 Rights And Responsibilities Of Members

These are outlined in Schedule 2 of this policy – Volunteer Rights And Responsibilities and apply to all classes of membership.

#### 5.7 Rights And Responsibilities Of The Organisation To Its Members

The organisation has a wide range of rights and responsibilities. The station Board of Directors is accountable for effectively discharging these obligations on behalf of the membership. As such, the Board of Directors has the right to take decisions on behalf of the organisation or in regard to members, however in doing so, the Board of Directors will be cognisant of the following:

- a) Operate the organisation in a lawful and ethical manner at all times,
- b) Deliver appropriate governance to the organisation and its members,
- c) Operate the station in a manner that is financially viable,
- d) Ensure that the organisation operates in accordance with the Constitution and the agreed policies and practices,
- e) Seek the establishment of clearly defined goals – in consultation with stakeholders,
- f) Ensure regular communication to keep members informed, including face to face dialogue,
- g) Establish opportunities for members to participate in decision-making,
- h) Pursuit of a consensus approach to major issues and policy matters, and
- i) To treat people with respect, and deal honestly and openly.

## **6.0 USE OF STATION PREMISES**

- 6.1 Station personnel issued with a station access code must not allow this code to become known by any other person. In the event that this occurs, the offending person will be held liable for any issues that occur as a result and will be dismissed if this rule is breached.
- 6.2 All station personnel must clear their own station mailbox each time they visit the station and not use it as a 'storage locker.'
- 6.3 All personnel must ensure that they and people under their control do not eat or drink in any studio. This also applies to smoking which is prohibited in all parts of station premises.

## **Schedule 1 – Discrimination**

Discrimination is defined as treating one person less favourably than another in similar circumstances/situation, when both should be treated the same.

Both Commonwealth and Victorian legislation defines less favourable treatment as being unlawful discrimination on the following basis:

### **Victorian**

- Nationality or ethnic origin
- Sex
- Marital status
- Parental status - family responsibilities/or childlessness
- Pregnancy
- Religion
- Political beliefs or affiliations
- Physical, sensory, intellectual, or psychiatric impairment or disability, whether present, past, possible future or imputed and including mental illness or disorder, medical record and presence in the body of organisms causing disease, including AIDS or HIV
- Age
- Industrial activity
- Lawful sexual activity
- Physical features
- Status as a carer
- Gender identity
- Breast feeding
- Sexual orientation
- Personal association with someone who has one of the above attributes.

Further, **Commonwealth** legislation also prohibits discrimination on the basis of:

- Colour
- Social origin
- Criminal record
- Trade union activity
- Immigration or that of a relative or associate
- Medical record
- Age (not withstanding compulsory retirement)
- Sexual preference
- Sexual harassment

Equal opportunity legislation also prohibits the victimisation of individuals, who intend to make a complaint, or, make a complaint.

### **Indirect Discrimination**

A separate category of discrimination contained within legislation relates to indirect or "process" discrimination. Indirect discrimination occurs when a rule, practice or policy, which at face value appears to be neutral in effect, has an unequal or disproportionate impact on a group. An example of indirect discrimination could involve the imposing of "seniority" or minimum service restrictions on eligibility for promotion. This could indirectly discriminate against women because more women than men spend time out of the work force bearing and rearing children.

## **Schedule 2 - VOLUNTEER RIGHTS AND RESPONSIBILITIES**

### **As a volunteer you have the right to:**

- information about the organisation for which you are volunteering
- a clearly written job description
- know whom you are accountable to
- be recognised as a valued team member
- be supported and supervised in your role
- a healthy and safe working environment
- be covered by insurance
- say no if you feel you are being exploited
- be reimbursed for out of pocket expenses
- be advised of the station's travel reimbursement policy
- be informed and consulted on matters which directly or indirectly affect you or your work
- be made aware of the grievance procedure within the organisation
- orientation and training

### **As a volunteer you have the following responsibilities:**

- be reliable
- respect confidentiality
- carry out the specified job description
- abide by any agreements or contracts you make
- abide by the station rules and codes of practice
- be accountable
- be committed to the organisation
- undertake training as requested
- ask for support when you need it
- give notice before you leave the organisation
- value and support other team members
- carry out the work you have agreed to do responsibly and ethically.