



**WORKING TOGETHER FOR OUR COMMUNITY**  
*Since 1981*

## **CODE OF CONDUCT**

This document was adopted by the Management Committee on 26 February 2020 for operation as the Code of Conduct for members of Eurobodalla Access Radio Inc.

In formulating the codes in this statement the Management Committee had regard to the various presenter codes of behaviour already in operation at the station - Volunteer members of Eurobodalla Access Radio Inc. were given the opportunity to provide input. The Management Committee acknowledged that station members generally recognised the need for all station participants to carry out their activities harmoniously, incident free and with a team spirit.

Any substantiated incidents of theft of station property, wilful damage to station property or unauthorised tampering with broadcasting equipment will result in the mandatory expulsion from station membership of offenders. Such incidents will also be brought to the attention of the proper authorities.

All breaches will be viewed very seriously and a no tolerance policy is to apply.

This statement contains two sections, one containing general codes the other relating to program presentations.

The rules contained in this document are in conjunction with those contained within the Statement of Volunteer Rights and Presenter's Agreement' Code of Behaviour.

### **(A) GENERAL**

All members of Eurobodalla Radio Inc. are expected to maintain a standard of conduct that will uphold or enhance the Association's reputation. The Code of Conduct specifically prohibits all of the following:

- (i) unprovoked physical attacks, threats of physical attacks or verbal attacks by members on other station members.
- (ii) the harassment of members either face to face or through telephone, mail, email or other Means.
- (iii) the disclosure of members' private/work addresses, home/mobile/work telephone numbers or email addresses without the authority of the members concerned.
- (iv) the wilful removal of and opening of other members' mail contained in station pigeonholes.
- (v). the wilful removal of Management Memorandums and other Management documents from other member's pigeonholes and/or station noticeboards.
- (vi) unacceptable language, behaviour or questionable sobriety within station premises.
- (vii) any wilful actions that are disruptive to station operations.
- (viii). Smoking within the station building.
- (ix) bringing animals or livestock into the station building. ***"Assistance Animals" as defined in the Companion Animals Act (NSW) 1998 are exempt from this ruling.***

(x) a member removing from station premises any CDs from the station library that are not recorded in the appropriate register as having been borrowed by that member.

## **(B) PROGRAM PRESENTATIONS**

Presenters must adhere to the general codes, conditions of their Presenter Agreements and obey the following rules:

- (i) must avoid breaches of media law requirements including defamation, contempt of court, copyright and anti-discrimination laws as communicated to me in writing
- (ii) must avoid breaches of all codes, regulations and legislation relevant to community broadcasters.
- (iii) must notify Management within 48 hours of any complaints concerning their programs or any incidents that might lead to a complaint.
- (iv) If following another presenter, must not enter the broadcasting studio until 5 minutes before the start of their programs.
- (v) must tidy, pack up and exit the broadcasting studio ASAP to allow the presenter following to settle in quickly.
- (vi) must ensure no more than two on air assistants will be used during their program, that they are financial members of the radio station and maintain the behavioural standards required under these rules. Must also ensure that guests on their program behave in a proper manner
- (vii) must use the studio log book to record only attendances and equipment problems and not for any retaliatory messages or entries of wit, sarcasm, insult, criticism or the like.
- (viii) must keep the studio free of any alcohol, carbonised drinks or other beverages and must not consume food in the broadcast studio.
- (ix) must not make 'on air' comment or tell stories or jokes which are in bad taste, offensive, discriminatory, vulgar or unsuitable for radio broadcast.
- (x) must not air remarks about any commercial business/organization, commercial event or air commercial advertising material.
- (xi) must not make on air criticisms of station Management, equipment or general operation
- (xii) must not make 'on air' criticisms of other presenters or programs.
- (xiii) must treat other volunteers, station guests, staff and Management with consideration and respect.

Non-compliance with these rules will result in action being taken in terms of Clause 10 of the Constitution.

The station's Constitution (Clause 11) and Conflict Resolution For Internal Disputes provide ample appeal mechanisms for any members who feel decisions made against them by the Management committee are unfair and unjust. There are also mediation facilities available.

This Code of Conduct is to remain in place until the next review on 26<sup>th</sup> February 2023