

RTRFM Policy 001

RTRFM Code of Conduct

1. Policy Statement

The RTRFM Code of Conduct is a central guide to support day to day decision making. It clarifies RTRFM's mission, values and principles and sets out the minimum standards of conduct and integrity to be observed by all RTRFM members, employees and volunteers.

1. Purpose

To set RTRFM's:

- (i) Standards for appropriate ethical and responsible behaviours
- (ii) Fundamental values which form the basis of, and, underpin relationships within RTRFM and between RTRFM and the community.

2. Scope

The code of conduct applies to all RTRFM employees, members and volunteers in respect to all activities undertaken in the station, or that otherwise impact upon the station or the RTRFM community.

Additional standards may apply to members, employees and volunteers who are appointed to the Board of the organisation or to sub-committees.

3. Principles

Organisational Values

RTRFM must at all times act in accordance with the organisational values. These are;

- (i) Independent - We are free thinking, alternative, challenging, and adventurous
- (ii) Responsive - We are agile, generously engaged with each other, and aware of our local and global environments
- (iii) Nurturing - We recognize and support arts, culture, creativity and thinking that is high quality and locally relevant
- (iv) Integrity - We demonstrate appreciation for the diversity of our community and commit to being inclusive and caring towards one another and our shared spaces. We continually strive for a reputation for content that is respected for its integrity.

Comply with Media Ethics

All members, employees and volunteers are subject to the same ethical standards that bind professionals in a similar field. RTRFM adopts the same standards as set out in the Media Entertainment and Arts Alliance (MEAA) Code of Ethics for Journalists.

Protect RTRFM's Interests

All RTRFM members, employees and volunteers must act:

- (i) with honesty, integrity and in the best interests of RTRFM, respecting both the spirit as well as the letter of the law, and

- (ii) adhere to and comply with ethical obligations, and avoid taking any actions (including knowingly participate in any illegal or unethical activity), that compromise RTRFM's name, reputation, legitimate interests and strategic objectives.

Health, Safety & Wellbeing

RTRFM is committed to protecting the health, safety and well-being of its community and the general public and believes that all members, employees and volunteers have the right to be free from injury and harm at RTRFM and at RTRFM events.

All members, employees and volunteers must be guided by the principles in the Health, Safety and Environment Policy

RTRFM Behaviour

All members, employees and volunteers must maintain the highest levels of respectfulness in their interactions with each other and in representing RTRFM with listeners, subscribers, sponsors and the wider community.

Relationships will be maintained in a manner consistent with the principles of:

- (i) courtesy and respect for others
- (ii) integrity and fairness
- (iii) taking responsibility for one's actions and being accountable for the consequences
- (iv) having regard for interests, rights, safety and welfare of other
- (v) acting honestly, cooperatively and being trustworthy
- (vi) being fair and unbiased
- (vii) promoting a positive image of RTRFM

RTRFM members, employees and volunteers must not tolerate or participate in behaviour that is inconsistent with these principles.

Any RTRFM members, employees and volunteers must not use their position or association with the station for personal, material or financial gain or the appearance of such.

Respect for Each Other

RTRFM recognises and values the diversity among its members, employees and volunteers; and the wider community and seeks to actively address inequality in the wider community. RTRFM strives to create workplaces and events that are free from bullying, discrimination and harassment.

RTRFM and will not discriminate on the grounds of:

- (i) gender
- (ii) marital status
- (iii) sexual orientation
- (iv) pregnancy
- (v) race or ethnic origin
- (vi) religious beliefs
- (vii) political beliefs
- (viii) disability
- (ix) family responsibilities

- (x) family status
- (xi) age
- (xii) a member or a member of the public having raised a concern or made a complaint

All members, employees and volunteers must apply these principles in all their dealings with other members, guests and volunteers.

Conflict of Interest

Members, employees and volunteers must declare any actual or perceived conflicts of interest to the General Manager.

All members, employees and volunteers must make act in the in RTRFM's interests when making decisions about or on behalf of RTRFM, including on air programming and commentary.

Breaches of conflicts of interest include;

- (i) a member promoting or discussing bands, DJs, performers, events or businesses that they personally have a business relationship without prior approval of the General Manager, or where put in a situation on air where , without warning, they are required to discuss such they fail to disclose their relationship to listeners
- (ii) a member making decisions about line-ups and arrangements for RTRFM events and favouring bands, DJs, performers, events or businesses that they personally have a business relationship without prior approval of the General Manager
- (iii) a member accepting gratuities from bands, DJs, performers, event organisers or businesses in return for positive on air comment
- (iv) a member being issued with a giveaway by the Sponsorship team for a bands, DJs, performers, events or businesses that they personally have a business relationship with a proceeding without disclosing the relationship with the General Manager or sponsorship team

Respect for RTRFM Assets

All members, employees and volunteers must use RTRFM assets, including funds and equipment, in an authorised, efficient and appropriate way. This includes:

- (i) respecting all studio and office equipment and preventing misuse
- (ii) reporting damage to assets

Use of Social Media

Use of social media in the name or on behalf of RTRFM may only be conducted by members, employees and volunteers without having explicit authority to do so. All principles outlines in this code of conduct must be upheld when using social media.

Members, employees and volunteers using social media in relation to RTRFM must not:

- (i) imply or suggest that RTRFM endorses or supports personal views
- (ii) disclose confidential information without express authority

- (iii) act in a way that would bring RTRFM into disrepute

Confidentiality

Members, employees and volunteers are bound to keep confidential any information regarding other members, staff, listeners and program procedures that they are privy to at RTRFM.

Members, employees and volunteers must not;

- (i) Share contact details for a member, volunteer, guests, sponsors or subscribers without authorisation.
- (ii) Provide State or Federal Agencies with any information. Any inquiry of this nature should be directed to the General Manager.

2. Application of Code of Conduct

Observance of the code of conduct

The RTRFM board and General Manager have a strong commitment to this policy and to ensuring that members understand how it applies to their time at RTRFM.

This policy statement is available to members and the public.

Breaches of the code of conduct

All RTRFM members, employees and volunteers are responsible for reporting any breach of this code of conduct, or any general matter of serious concern, to the RTRFM General Manager. If a matter relates to the General Manager of RTRFM the report should be directed to the Board Chair in the case the breach relates to the RTRFM General Manager or a Board Director. Any members, employees and volunteers reporting a breach will be treated confidentially and advised when the matter has been investigated and/or addressed.

3. Review

This policy was set by the RTRFM Board in May 2018

This policy will be reviewed by the General Manager and Board in May 2019