

# Fraser Coast Community Radio Inc.

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## Code Of Conduct

For all Members, Volunteers & Presenters

April 2025

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Ratified: (Unanimously by MC)

Tabled for approval by Association's Members

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Date Revised / Amended:

## **Introduction**

Fraser Coast Community Radio is dedicated to fostering a positive, inclusive, and respectful environment for all volunteers, listeners, and members of the community. This Code of Conduct outlines the expectations for behaviour and the principles that guide our operations to ensure a safe and welcoming space for everyone involved.

## **Respect and Integrity**

- Treat all individuals with respect and dignity, regardless of their background, identity, or beliefs.
- Foster an atmosphere of openness and honesty in all communications and interactions.
- Maintain professionalism and transparency in all tasks and responsibilities.

## **Inclusivity and Diversity**

- Support and encourage diversity by ensuring that all voices in the community are heard, valued, and represented.
- Promote an inclusive environment where people of all races, genders, ages, abilities, sexual orientations, religions, and cultural backgrounds are welcome.
- Discrimination, harassment, or exclusion of any kind is not tolerated.

## **Confidentiality**

- Respect the privacy of volunteers, listeners, and any confidential information you may come into contact within your role.
- Ensure that sensitive information is kept private and not shared outside of the appropriate channels.

## **Non-Discriminatory Practices**

- Avoid any form of discrimination, harassment, bullying, or exploitation based on race, gender, sexual orientation, religion, disability, or any other personal characteristic.
- Promote a positive, safe, and welcoming environment for all members of the community.

## **Responsible Use of Media and Equipment**

- Treat all equipment, technology, and property of the radio station with care and respect.
- Use the station's resources responsibly, ensuring they are only used for station-related tasks and activities.
- Comply with the Australian Broadcasting Corporation (ABC) guidelines, and other relevant Australian media laws, ensuring content broadcast on air is appropriate, accurate, and lawful.

### **Commitment to the Station's Mission**

- Uphold the core values and mission of Fraser Coast FM to serve the local community and provide diverse, accessible, and engaging content.
- Ensure your contributions align with the station's purpose and always work to support the station's success and growth.

### **Professionalism and Accountability**

- Fulfill your volunteer role with dedication, timeliness, and attention to detail.
- Be accountable for your actions and decisions, especially in areas that impact the station, volunteers, or listeners.
- If a volunteer has a concern or issue, they are encouraged to communicate it in a constructive and respectful manner to management or the relevant station personnel.

### **No Harmful Behaviour**

- The use of illegal drugs, alcohol, or engaging in inappropriate or harmful behaviour while on station premises, during broadcasts, or in relation to station activities is strictly prohibited.
- Volunteers are expected to refrain from any form of violence, intimidation, or aggression.

### **Social Media and Public Interaction**

- Volunteers are encouraged to act professionally when representing the station on social media and other public forums.
- Any content shared online should be consistent with the values of the station, showing respect and maintaining a positive public image.

### **Conflict Resolution**

- Volunteers are encouraged to resolve conflicts amicably and professionally. If a conflict cannot be resolved between parties, it should be brought to station management or the designated conflict resolution committee.
- Mediation and clear communication should be the first steps in resolving any disputes or concerns.

### **Compliance with Legal and Regulatory Requirements**

- Volunteers must comply with all relevant Australian laws and regulations, including those relating to broadcasting, copyright, and intellectual property.
- The station is committed to ensuring compliance with the Australian Communications and Media Authority (ACMA) regulations and any other relevant broadcasting guidelines.
- Under section 47(1) of the Associations Incorporation Act 1981, the Queensland Office of Fair Trading Model Rules will apply to any situations not covered by this Code of Conduct.

### **Health and Safety**

- Volunteers are expected to ensure their actions do not put their own health or the health of others at risk.
- Follow all health and safety protocols in place at the station, including the safe use of equipment and the proper reporting of accidents or hazards.

### **Consequences of Breach**

- Volunteers who fail to adhere to this Code of Conduct may face disciplinary actions, including suspension or termination of their volunteer role at Fraser Coast FM.
- Any violations of this Code will be reviewed in accordance with the station's policies, and individuals will be given an opportunity to address the issue.

### **Conclusion**

Fraser Coast FM Community Radio relies on the commitment, respect, and positive contributions of all volunteers to succeed. By adhering to this Code of Conduct, you are helping to create an environment that is safe, inclusive, and beneficial to the community.

This document should be reviewed annually to ensure its relevance and effectiveness in guiding the volunteer base and maintaining the station's standards of operation.