



CODE OF CONDUCT

Definition

Kiewa Valley Community Radio Inc. (Alpine Radio) is a voluntary organisation relying on its members to maintain certain standards of behaviour and performance to reach the public through its radio broadcasts.

In general terms members of Alpine Radio who take a position as a presenter, a committee member, or a paid or other volunteer position shall act in a manner consistent with the mission and objectives of Alpine Radio and shall not act in any way prejudicial to the viability and integrity of Alpine Radio.

Overarching principles of the Code

All members of Alpine Radio have the following responsibilities and obligations:

1. To demonstrate their commitment to the philosophy, policies and aims of Alpine Radio.
2. To respect and uphold the rights and confidentiality of Alpine Radio members and their colleagues in the Alpine Radio community. Confidential matters regarding Alpine Radio and its members are not to be disclosed at any time.
3. To advocate for Alpine Radio when necessary with other individuals, agencies and organisations in a manner consistent with Alpine Radio policy and practice. Maintain an attitude toward Alpine Radio that always remains impartial and professional.
4. To adhere to the same ethical standards that bind professionals in a similar field.

Requirements of the Code

Alpine Radio members are required to:

1. Follow the applicable laws, policies, procedures, rules, regulations.
2. Follow any reasonable request made of them.
3. Behave appropriately and professionally.
4. Be honest, courteous and fair in their conduct with others.
5. Treat everyone in a non-discriminatory manner.
6. Report any inappropriate or unlawful behaviour or activity.
7. Be on time for their program and be clean, tidy and neatly dressed.

8. Provide at least 24 hours advance notice to the station manager if you will be absent from the radio station or will arrive later than the scheduled time to present your program.
9. Avoid conflicts of interest.
10. Take reasonable care and act in a safe and healthy manner and follow specific work, health and safety directives.
11. Maintain confidentiality about confidential information.
12. If you are a paid staff member, check with the Committee of Management before taking up a second job.
13. Don't take drugs or alcohol before or at the Alpine Radio premises and events (including social events and outdoor broadcasts) where it could impact your fitness to present your program or undertake your voluntary/paid work.
14. Don't misuse radio station premises and equipment or use it for personal reasons.

Your commitment to the Code

As a committee member, paid staff member or presenter/volunteer with Alpine Radio, I agree to abide by the above Code of Conduct.

Signature:		Date:	
Full name:			
Address:			
		Post Code:	
Email:		Mobile:	

Witnessed by:

Signature:		Date:	
Full name & Position:			

Breaches of the Code

The outcomes for failing to follow this Code include counselling, warnings and in the worst cases, suspension and dismissal.

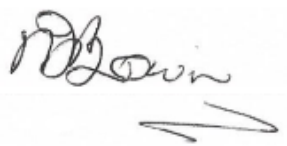
Any breach reported to the committee may result in the member being suspended until such time as the matter can be discussed with and considered by the

committee. Serious breaches may result in a permanent suspension of the announcer's membership and broadcast rights.

Related documents

- Alpine Radio Volunteering Agreement
- Alpine Radio's Volunteering Policy
- Alpine Radio Presenter Agreement (to be updated)
- Alpine Radio Presenter Handbook (to be updated)
- Community Broadcasting Code of Practice at: www.cbaa.org.au/resource/community-radio-broadcasting-codes-practice
- Broadcasting Services Act 1992 at: www.legislation.gov.au/Details/C2018C00129

Policy updates

Version Control	Date Amended	Author
Version 1.1	16 September 2020	Linda Parkinson
Approver Name and position: Nick Brown, President (Acting Secretary)	Signature: 	
Date of approval: 16 September 2020		
Review date 16 September 2021		