

Approved by: Radio Geeveston Youth Inc. Board/ Management Committee	Approved date: 30 March 2026
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Huon and Kingston FM Community Radio

Code of Conduct Policy

1. Purpose

This Code sets the minimum standards of behaviour expected of anyone volunteering or acting for Huon and Kingston FM Community Radio. It exists to support a safe, respectful, lawful and inclusive environment and to protect the station, its volunteers, members, guests and community.

This Code of Conduct supports our duties under Tasmanian Work Health and Safety (WHS) laws, including managing psychosocial risks (e.g., bullying, harassment, intimidation) and maintaining a safe workplace (Volunteer space) for all members and volunteers of the station.

2. Who this applies to

This Code of Conduct applies to:

- Volunteers (including Presenters)
- Contractors / service providers
- Executive / Board of Management committee members
- Anyone representing the station

When it applies:

- On station premises, at station activities, and in station systems
- In communications connected to the station (email, messaging, social media)
- Anytime behaviour may affect the station, volunteer safety, or the station's reputation

3. Our values

We expect all behaviour to be aligned with:

- **Integrity** (honest, ethical conduct)
- **Respect** (dignity, courtesy, appropriate boundaries)
- **Accountability** (taking responsibility; following processes)
- **Safety & Security** (includes physical and psychological safety, and station security)
- **Fairness** (consistent and equitable treatment)

4. Expected standards of conduct

All people covered by this Code must:

- Follow lawful and reasonable directions and station policies
- Act professionally, respectfully and cooperatively
- Be reliable and punctual for agreed commitments
- Communicate without abuse, intimidation, or unnecessary offence
- Use station resources appropriately and safely
- Protect confidential information and privacy (see Section 7)

When dealing with members of the public, guests, sponsors, partners, and community participants, you must:

- Represent the station appropriately and respectfully
- Not make commitments outside your role/authority
- Use agreed complaint pathways rather than arguing or escalating conflict

The Huon and Kingston FM Community Radio's VALUES are:

Integrity  Respect  Accountability  Safety & Security  Fairness

These values are to guide how we **think, speak, act and make decisions**
when volunteering, presenting or leading at the station.

5. Safe, respectful and inclusive environment

A “safe environment” means we work and volunteer to ensure people can participate without fear of harm, humiliation, intimidation, discrimination, bullying or harassment.

This includes:

- Respectful communication (in person, email, phone, radio, social media)
- Respecting personal boundaries and privacy
- No threats, coercion, dramatisation's, undermining, or retaliation
- Using formal processes for concerns and complaints - There is an appropriate process for reporting any of these types of behaviours for the station. (See station website www.huonfm.com)

Psychological safety (this means freedom from bullying/harassment/intimidation) and is part of WHS best practice and is strongly reflected in current Australian psychosocial hazard guidance and legislation.

6. Unacceptable conduct (misconduct)

The following behaviours are NOT acceptable and may lead to disciplinary action:

6.1 Bullying, harassment, discrimination

- **Bullying** (repeated unreasonable behaviour creating a risk to health and safety)
- **Harassment** (unwelcome conduct that offends, humiliates or intimidates)
- **Sexual harassment** (In any form – please see posters around the station if unsure of any aspects)
- **Discrimination** based on protected attributes under Tasmanian law (see below).

Examples include:

- Offensive jokes, slurs, stereotyping, mocking, or “banter” that harms others
- Unwelcome physical contact or sexualised comments
- Comments that belittle or are received as being condescending or discriminatory
- Excluding, isolating, or deliberately “freezing out” of a person
- Spreading malicious rumours or targeted gossip
- Online attacks, hostile posts, or sharing station disputes publicly.

Tasmanian WHS legislation lists protected attributes include such things as *age, race, disability, gender, gender identity, intersex variations of sex characteristics, pregnancy, breastfeeding, sexual orientation, relationship/marital status, family responsibilities, parental status, religious belief/affiliation/activity, political belief/activity, industrial activity, irrelevant medical/criminal record (and others).*

6.2 Aggression, intimidation and threats

- Verbal abuse, yelling, intimidation, threats, coercion
- Physical aggression, pushing, damage, or unsafe behaviour

6.3 Dishonesty and misuse

- Theft, fraud, dishonesty, falsifying records
- Misuse of station funds, equipment, keys, access, passwords
- Unauthorised copying/removal of station files or records

6.4 Safety breaches

- Ignoring WHS instructions, unsafe work practices, reckless behaviour
- Failing to report hazards/incidents when required

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6.5 Alcohol and drugs

- The consumption of alcohol is not permitted at the station premises 10 School Road, Geeveston.
- Volunteers are required to have abstained from consumption of alcohol for **at least 8 hours** before attending the station or participating in station related events and activities.
- Any station events and activities will be classed as alcohol and drug free.
- If volunteers are taking prescribed medication, they must not present for station related duties or activities if this medication is likely to cause impairment to cognitive function, safety or decision-making.

7. Confidentiality and privacy

All members and volunteers must protect station information and people's personal information.

This includes:

- Not sharing any volunteer/member personal details without authority.
- Not forwarding internal emails, files, complaints, or committee business externally or within the station's membership without authority from the executive committee.
- Not publishing station disputes, allegations, or internal decisions on social media.
- Keeping passwords, access and records secure.
- Reporting suspected data breaches promptly using the approved processes.

Privacy obligations should align with the Privacy Act 1988 (Commonwealth) and the Australian Privacy Principles where applicable.

Serious confidentiality breaches *may* result in formal internal action and may be referred externally for legal advice.

8. Conflicts of interest

A conflict exists where personal interests could influence (or appear to influence) station decisions or fairness.

You must formally declare conflicts early, including:

- Financial interests
- Family/close personal relationships affecting decisions
- Gifts/benefits that may influence judgement
- Using station information for personal gain

Failure to declare conflicts may be treated as misconduct.

9. Social media and public communications

- Only authorised people can speak publicly on behalf of the station (This includes conversations about sponsorships, or anything that affects the running of the station and the public image of the station).
- Personal accounts must not be used to attack, humiliate, intimidate or disclose confidential station matters. If the station's name or any reference that is obviously linked to the radio station are used – this will constitute a breach of the Code of Conduct.
- **If you are unsure whether something is appropriate, don't post it — ask first.**
- The station will have/has a 'Social Media Policy' and required **Procedures** to be followed on the expected professional use of social media to help promote presenters shows. Please refer to the Executive members for guidance in this area for the most recent training and references available to you as a volunteer.

Community broadcasters are expected to meet minimum standards under the **Community Radio Broadcasting Codes of Practice (2025)**.

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10. Reporting concerns

If you witness or experience a breach, report it promptly through the station's complaint pathway (e.g., Executive/Committee contacts or the Grievance Officer, as per your station policies available on the website).

When making a report, include:

- What happened (facts, words/actions)
- Date/time/place
- Who was involved
- Witnesses
- Any evidence (emails, messages, screenshots)
- No victimisation: retaliation for making a report in good faith is a serious breach.

Please refer to the accompanying simple to follow Complaints and Grievance procedure (found on the stations website) regarding how to make a complaint. If you are still unsure; please email the station's Secretary secretary@huonfm.com or the Grievance Officer grievance.officer@huonfm.com and please mark your enquiry **URGENT ATTENTION REQUIRED**.

11. Breaches and consequences

Breaches will be managed fairly and proportionately in accordance with the station's Policies and Procedures.

Outcomes may include:

- Informal counselling/coaching
- A skill development plan that includes appropriate directed training
- Ongoing mentoring
- Verbal warning
- Written warning
- Final warning (In the case of serious breaches – this may be provided with immediate effect)
- Removal from duties / suspension of station access
- Termination of volunteer role
- Expulsion as a Member of the Association (in accordance with the RGYI Constitution).
- Referral to external authorities where required (e.g. police for criminal matters)

CURRENT Contact Details for the station and the position holders within the Management Committee representatives are to be found on the station's website www.huonfm.com. This includes the contact information for the station's current Grievance/Complaints officer. Please note that all roles held are volunteer roles and therefore it may take more time to respond to your queries based on extra workloads. All individual position holders are expected to change annually and the website will be updated within 2 months of the AGM. All executive and position holders emails will be forwarded asap.

Please also look at the station's website listed to find more information on current policies and procedures – they might answer some of your questions.

Radio Geeveston Youth Incorporated
(known locally as) *Huon and Kingston FM Community Radio*
10 School Road, Geeveston
Website: www.huonfm.com

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NOTE on the Final Page – This signed page (only this page) will be submitted to the secretary (to be recorded against the membership details of the volunteer) and the station's Programming and Scheduling Manager – This will be kept as an official record between all parties. The VOLUNTEER keeps all of the pages as a record to be referred to whilst engaging with the station in any way.

12. Review and acknowledgement

This Code is reviewed at least annually (and earlier if laws or station requirements change). All volunteers must acknowledge in writing that they have read this Code of Conduct policy and agree to comply to its requirements.

Volunteer &/or Member Acknowledgement

- All volunteers are required to read, understand, and acknowledge this Code of Conduct as a condition of their volunteer role and membership with the organisation.
- By signing the acknowledgement form, volunteers confirm that they understand their responsibilities and agree to comply with this Code of Conduct.
- If you have any questions or require clarification, please contact the Secretary. Your enquiry will be directed to the appropriate person and responded to as soon as reasonably practicable.
- Volunteers and members will be provided with a reasonable timeframe to read and acknowledge this Code of Conduct, but responsibilities cannot begin until we have received a signed copy of this document page.
- Volunteers are required to be current financial members of the Association (RGYI) and hold a current 'Working with Vulnerable People' card and record the station as one of their volunteer organisations (See Presenter and Volunteer Agreements/policies).
- Volunteers will be required to provide a copy of their *Working with Vulnerable People Card* prior to commencing volunteer activities. Existing volunteers will be given a maximum of 60 days to make an application for a Working with Vulnerable People Card and will be required to provide a copy of the receipt of application, as an interim measure.
- Volunteers requiring assistance to apply for a Working with Vulnerable People Card can contact the Secretary and they will refer you to the appropriate person for support.
- Volunteer roles and membership will not be formally confirmed until this acknowledgement has been completed, signed, and returned. It is a condition of being a volunteer, and you will be asked to sign any volunteer agreements separately.

Volunteer/Member Name: _____

Position: _____

Volunteer/Member Signature: _____

Date: ____ / ____ / ____

For management committee/board member - Use Only

Q) Has this document been uploaded to the Association's secure database ? **Yes** or **No**

Received by: _____ Date: ____ / ____ / ____

Position: _____

Typed/written Signature: _____

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