

Riverland Life FM

CODE OF CONDUCT

For Board members, employed staff and volunteers

FOUNDATIONAL PRINCIPLES

What we stand for ...

Biblical values are the basis for the principles by which we aim to conduct ourselves in all areas of activity, recognizing that we will not always do this in an exact way.

With regard to our interactions with others – colleagues, sponsors, members and other supporters, and listeners, the following precept is our guide:

“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets” Matthew 7:12 (NIV)

The following aims apply to every person – staff, volunteers or on the Board - working and participating in the activities of the station.

RELATIONSHIP WITH LISTENERS

“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - his good, pleasing and perfect will” Romans 12:2 (NIV).

It is important to define our relationship with the listener, to ensure that we remain outwardly focused and ensure that we are working to fulfil the vision of Riverland Life FM, which is to reach out to the lost with God's love and in doing so, present a Biblical worldview.

In speaking to our listeners and engaging with the public we will seek to:

- Value them as individuals loved by God;
- Take care to listen and attend to what they say, without judgment;
- Encourage them and uplift them;
- Prayerfully discern how to reach people, individually and corporately, where they are at;
- Present a Biblical worldview;
- Be genuine and honest, speaking the truth with love;
- Humbly serve;

RELATIONSHIPS WITH COLLEAGUES

“Therefore encourage one another and build each other up, just as in fact you are doing”
1 Thessalonians 5:11 (NIV)

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As co-workers in the ministry of Riverland Life FM we will seek to:

- Love and serve one another in the name of our Lord Jesus Christ;
- Think not too highly of ourselves but give greater esteem to one another;
- Encourage and help one another, speak honestly and with love, and act to benefit others;
- Act positively, generously and optimistically in resolving any conflicts or difficulties that may arise.
- Forgive quickly and support one another equally;
- Ask for help when it is needed;
- Treat all co-workers, whether paid or voluntary, with equal respect and appreciation;
- Respect the authority and responsibilities of managers and supervisors;
- Know and respect the boundaries of your role;

RELATIONSHIP WITH SUPERVISORS

Those who are Managers will seek to:

- Respect, instruct and support staff;
- Put their complaints fairly and directly to the Board of Management;
- Be accountable to the Board;

Those who are directed and supervised by Managers will seek to:

- Respect and support their Manager;
- Be accountable to them and follow their instructions;
- Put their complaints fairly and directly to their Manager.

RELATIONSHIP WITH THE CHURCH

Riverland Life FM exists to serve the Church, those who are already part of the body of Christ and those who are yet to be introduced to Him. We are not 'church on the radio', that is to say, we are not in competition with the local church. Our intent is to point people to Christ and then have them pastored and cared for by their local church. Riverland Life FM upholds the importance of regular fellowship in the local church.

Corporately, and individually as members of the ministry team at Riverland Life FM, we:

- Endorse the core values of the Church through adherence to our Statement of Faith, The Nicene Creed, which is recognized by all major Christian Churches;
- Seek to keep in regular contact with the local Church;
- Seek to serve the Church through radio;
- Seek to work in partnership with the Church in our common mission;

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Seek to encourage the Church in their everyday lives and in their outreach to their community;
Commit to being accountable to the Church.

RELATIONSHIP WITH SPONSORS

In all interaction with Sponsors and supporters of the station we seek to:

- Be professional in manner and speech, seeking to honourably represent the station;
- Maintain integrity and honesty and a positive attitude;
- Conduct ourselves professionally in meetings and interviews;
- Present oneself as a good witness;
- Be concerned for the customer's welfare and offer a service that is in their best interest;
- Follow through on what is promised;
- Support the businesses of sponsors as appropriate, not expecting special treatment;
- Report any gifts or discounts (if greater than that usually given to own staff or patrons) from sponsors to the Station Manager and Board;
- Communicate all station related interaction with Sponsors to the Station Manager or Board.

The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22 (NIV)

Loving and esteeming one another, we seek to follow Christ's example of humility

What we don't stand for ...

SEXUAL HARASSMENT

Riverland Life FM defends the right of every employee and volunteer to perform their work without being subjected to sexual harassment. Every worker is responsible for providing an environment that is supportive of this aim. Everyone must treat everyone else with respect and must aim to act as a beacon for good behaviour in the workplace.

Everyone working at Riverland Life FM is responsible for caring for others and for reporting information about suspected sexual harassment.

Riverland Life FM is fully committed to its obligation to prevent and eliminate sexual harassment in the workplace.

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Riverland Life FM upholds the Biblical principle of sexual purity. It follows that our standard of behaviour with regard to sexual intimacy is higher than for many, if not most other places of work. This applies to all representatives of the station, paid and unpaid, and both during and outside work hours.

The following are banned from the workplace and as such will be censured:

- posters, magazines or screen savers of a sexual nature
- sexually explicit language, spoken or in text
- accessing sexually explicit internet sites
- sexually suggestive comments or jokes

The following outlines Riverland Life FM's position on sexual harassment and the processes to be followed should any grievances arise.

DEFINITIONS

Sexual harassment means any unwelcome sexual advance or conduct of a sexual nature which makes a person feel humiliated or intimidated, and where that reaction is reasonable in the circumstances.

Examples of sexual harassment include, but are not limited to:

- making a person uncomfortable by staring or leering
- unnecessary familiarity or unwelcome touching
- intrusive questions or statements about private life
- inappropriate advances on social networking sites
- requests for sex or repeated unwanted requests to go out on dates
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment. Riverland Life FM expects staff and volunteers to behave sensitively and with modesty in the workplace.

Riverland Life FM will not tolerate sexual harassment under any circumstances. Responsibility lies with every Board member, Manager and employee/volunteer to ensure that sexual harassment does not occur.

Both federal and state Equal Employment Opportunity legislation provide that sexual harassment is unlawful and establish minimum standards of behaviour for all employees.

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No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of sexual harassment.

A breach of this policy will result in disciplinary action, up to and including termination of employment.

Riverland Life FM encourages any staff member or volunteer who feels they have been sexually harassed to take immediate action. This may mean initially raising the issue with the person directly, but it is recommended that they also inform someone in management. The staff member or volunteer should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stops. If they are not comfortable with facing the person of concern, they can report it to the Station Manager or a member of the Board of Management. Alternatively, or in addition, they may report the behaviour in accordance with the relevant procedure. Once a report is made the Board of Management will determine how the report should be dealt with in accordance with its obligations and this policy.

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential but the person the subject of the complaint must be notified under the rules of natural justice. Riverland Life FM will endeavor to protect all those involved in the process from victimisation.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

Disciplinary action will be taken against anyone who victimises a person or retaliates against a person who has complained of sexual harassment. If it is established that a person has sexually harassed another person at the workplace, it is likely that their involvement at the station will be terminated.

All employees and volunteers have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

Managers or Supervisors who fail to take appropriate corrective action when aware of harassment of a person will be subject to disciplinary action.

Formal Complaints Procedure

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The formal procedure will be co-ordinated by the Board of Management and conducted internally or by an external investigator.

An investigation involves collecting information about the complaint and then making a finding (on the balance of probabilities) based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the investigator will make recommendations about resolving the complaint or implementing disciplinary action (including and up to termination of employment). The investigator may need to interview the parties involved (which may include the complainant, the respondent, and any witnesses) to obtain information regarding the complaint. The investigator will comprehensively and accurately document all information obtained during the interviews including the parties involved, timing, location, and nature of conduct complained against.

If the investigator considers it appropriate for the safe and efficient conduct of an investigation, workplace participants may be stood down from work or provided with alternative duties during an investigation in which case they will be paid their normal pay during any such period.

Throughout the investigation process, all parties involved in the investigation will be regularly kept informed about the investigation.

Records are to be kept and filed in a confidential and secure place. If no confidential area is available, these notes may be sealed and forwarded to the Human Resources Department or the CEO, and the documents will be maintained, unopened, in a confidential filing system. These records should be kept for a period of seven years. Under no circumstances will records be placed on the complainant's personnel file.

On the basis of the findings, possible outcomes of the investigation may include, but will not be limited to, any combination of the following:

- Counselling;
- Disciplinary action against the harasser;
- Official warnings that are noted in the respondent's personnel file;
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious;
- Formal apologies and undertaking that the behaviour will cease;
- Re-crediting any leave taken as a result of the harassment.

On completion of the investigation, all parties will be informed about the investigation findings and the outcome of the investigation – as appropriate and in line with confidentiality obligations.

Following an investigation concerning a sexual harassment complaint (irrespective of the findings), the Board of Management will:

- consult with the parties involved to monitor the situation and their wellbeing; and

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- educate and remind all employees and volunteers of their obligations and responsibilities in relation to providing a workplace free from harassment.

If there has been any substantiated victimisation, disciplinary procedures will be followed.

Procedures for Dealing with Criminal Conduct

Some forms of sexual harassment (e.g. sexual assault, stalking, indecent exposure, physical molestation, obscene phone calls) may constitute criminal conduct. Such complaints should be dealt with by the relevant authorities (such as the police) as part of the criminal justice system.

Related Policies:

100.7 Riverland Life FM - Grievance Policy & Procedures

Anti-Bullying Policy