

1.1 It is Noosa Community Radio policy that its Presenters, Volunteers, Committee Representatives and Station Members:

- Treat each other with respect and tolerance
- Not mistreat, demean, harass or bully others
- Avoid conflict situations

1.2 This policy details the types of behaviours that support or destroy these aims. The policy details the standards of behaviour our people must conform to in relation to each other and the community at large.

A. POLICY FRAMEWORK

2.1 Noosa Community Radio is run entirely by volunteers. No-one has to be at the Station or on air. It is a choice made by each person associated with the Station.

2.2 Appropriate behaviour is expected of all members and in addition members will at all times respect and comply with the laws in relation to:

- Anti-discrimination, harassment and sexual harassment
- Human rights
- Occupational health and safety

B. POLICY ELEMENTS

3.1 DISCRIMINATION

3.1.1 In keeping with the law no person shall be discriminated against because of their age, sex, illness eg HIV infection, disability, country of birth or origin, nationality, religion, colour or marital status.

3.2 HARRASSMENT

3.2.1 It is both law and Station policy that our environment is free from harassment and intimidation of either a physical or verbal nature.

3.3 BULLYING

3.3.1 Bullying combines a wide range of unacceptable behaviours including blaming, labelling, sarcastic comments, foul language, threats, verbal abuse, intimidation, bad mouthing, ganging up, excluding and isolating.

3.3.2 Bullying may be the unintended consequence of poor communication skills but the effect is the same.

3.4 SEXUAL HARRASSMENT

3.4.1 Sexual harassment covers a wide range of unacceptable behaviours that generally fall into one or more of three (3) categories

(i) VERBAL

- Sexual innuendo
- Suggestive comments eg about a person's appearance or body
- Smutty jokes
- Sexual propositions
- Continued requests for dates
- Questions or comments about a person's sexual practices
- Sexually explicit conversations
- Offensive telephone calls or voicemail messages

(ii) PHYSICAL

- Unwelcome touching, pinching, fondling, patting

- Brushing against the body
- Impeding or blocking movement
- Kissing
- Leering or staring
- Sexual assault

(iii) VISUAL

- Nude or sexual photographs, pictures or computer graphics
- Demeaning or nude cartoons
- Offensive email messages including lewd jokes

2. What is **not** sexual harassment?

- Genuine compliments eg a new haircut, shirt, shoes etc
- Terms like “darling” and “luv” which although not sexual are often resented
- Mild profanity or coarseness (which are not sexual behaviours)
- Standing near to someone to discuss something (which may cause discomfort but is not sexual behaviour)
- Invitations to social outings where other staff are present

Note: The Station is committed to take immediate action to investigate any written complaint of harassment, and to protect the rights of both the alleged harasser and the complainant. Contact should in the first instance be made with a representative of the HR Unit to discuss the incident/s. For more information about the services and confidentiality of the HR Unit please contact an HRU Representative or station management.

3.5 SMOKING, DRINKING AND DRUGS

- 3.5.1 Smoking, drinking alcohol or partaking of illegal substances are not allowed on the Station premises.
- 3.5.2 In the interests of the safety of others, any person who is obviously under the influence of alcohol or drugs will be asked to leave the premises.
- 3.5.3 A person found to be in breach of this policy will be disciplined in accordance with the Station's Disciplinary Action Policy HRP 6.

3.6 CONFLICTS/COMPLAINTS

- 3.6.1 If the conflict is in relation to operational matters it should be referred in writing to the relevant Station sub-committee.
- 3.6.2 If the conflict is in relation to other matters including for example another persons behaviour an HR Unit Representative may be contacted for assistance.
- 3.6.3 Such a complaint about another person may first be discussed with one of the Station's HR Unit Representatives who will be able to advise about rights and options and provide direction in the best way to proceed.
- 3.6.4 An HRU Representative is not a professional counsellor and has no authority to act or discipline people associated with the Station. However, an HR Unit Representative can provide assistance on process and options.

Note: *Using the services of the HR Unit is a voluntary decision and individuals may choose not to seek or use any information given.*

7. PEOPLE WITH DISABILITIES

- 7.1. Noosa Community Radio is committed to ensuring fair, consistent and safe treatment of all people associated with the station, including people with a disability. To this end, our policies and procedures

aim to ensure that any person, young or mature, with a disability will not, on the basis of that disability, be denied full and equal access to the activities of the Station.

8. SAFE ENVIRONMENT FOR YOUNG PEOPLE

- 3.8.1 Noosa Community Radio is committed to the safety and well-being of all young people who are involved with the Station or who use its services. Station presenters, administrative and other staff, volunteers and members are expected to treat young persons with respect and understanding at all times. For a full account of this policy, refer to Noosa Community Radio's SAFE ENVIRONMENT FOR YOUNG PEOPLE RISK MANAGEMENT STRATEGY.