

# Coast Community Broadcasters Inc.

Trading as



## todayscountry94one

### CODE OF ETHICS POLICY

Policy number	9	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	April 2021

#### INTRODUCTION

The ethical climate of an organisation is an essential element in establishing its credibility and furthering its mission. An organisational culture that takes ethical considerations into account at every point cannot be produced simply by having the Board lay down a code; ethical principles must arise from consultation with and responsiveness to the organisation's members, clients, employees, volunteers, and stakeholders.

#### INTRODUCTION

At todayscountry94one we conduct our business according to the highest standards of honesty, integrity, respect and fairness when dealing with all of our sponsors and members.

We require that all of our volunteers meet these high standards also.

todayscountry94one takes seriously its obligations to comply with all commonwealth, state and local government laws and regulations, as well as common law obligations, and again requires all volunteers to do the same.

The following code establishes the standards of behaviour that should be met by all volunteers. Where these standards are not met, then appropriate disciplinary action will be taken including suspension. In cases where the breach involves serious misconduct, this may result in instant dismissal.

In cases where a breach of the policy involves a breach of any law, then the relevant government authorities or the police will be notified.

The standards noted below reflect the code of ethics of todayscountry94one:-

- Treat all fellow volunteers and sponsors with courtesy and respect.
- Do not engage in harassing behaviour towards other volunteers, members or sponsors.
- Ensure that all dealings with all volunteers, listeners, members and sponsors are fair and equitable.
- Do not discriminate on the basis of irrelevant characteristics, such as gender, race, disability, pregnancy, age, marital status, sexual preference.
- Do not perpetrate, permit or fail to report violations of any commonwealth, state or local government law or regulation.
- Ensure that you declare any conflict of interest between your role with todayscountry94one and your involvement in an outside activity.
- Be aware of todayscountry94one policies as set out in policies and procedures handbook and ensure that you comply with them. All policies and procedures are also available on our website [www.todayscountry94one.com](http://www.todayscountry94one.com)
- Do not use illegal drugs on the premises or come to work while affected by same.

- Alcohol may be consumed in a responsible manner during business related occasions or events sanctioned by the todayscountry94one board. On these or other occasions all volunteers / staff must not be obviously affected by alcohol while on duty.
- The internet should not be used for personal use, during normal business hours.
- The internet should not be used to download sexually explicit or inappropriate material.
- Do not use email to send sexually explicit, suggestive, or other harassing material.
- Do not use todayscountry94one information or work time for private gain.
- Maintain during involvement with todayscountry94one and after termination of involvement, the confidentiality of any confidential information, records or materials acquired during the course of involvement with todayscountry94one.
- Ensure honest dealings with all sponsors and members.
- Do not misappropriate todayscountry94one funds or property.
- Do not misappropriate funds or property of sponsors and members.
- Ensure the highest standard of quality in service.
- Do not falsify reports.
- Do not breach copyright.
- Always acknowledge other people's work and ideas.
- Always put safety first and do your utmost to comply with occupational health and safety laws and regulations.
- Ensure compliance with all environmental laws and standards.
- Do not make any unauthorised statements to the media about the organisation's business (requests for media statements should be referred to the Chair).

## PURPOSE

This policy is designed to provide guidelines for procedures that will allow **todayscountry94one** to evolve a consensus on the ethical principles that should guide its conduct.

## POLICY

**Coast Community Broadcasters Inc. trading as todayscountry94one** commits itself to operating in accordance with an ethical code drawn up through agreed procedures following consultation with members, clients, employees, volunteers, and stakeholders.

## AUTHORISATION



Jan 15 2020

**todayscountry94one**

# Coast Community Broadcasters Inc.

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## CODE OF ETHICS PROCEDURES

Procedures number	9	Version	2
Drafted by	Colin Links	Approved by Chairman on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	April 2021

### RESPONSIBILITIES

The Chairman may appoint an Ethics Committee on a case by case basis.

The Coordinator of the Ethics Committee shall be responsible for carrying out the process of developing a Code of Ethics for the organisation.

The Chairman shall be responsible for disseminating the eventual Code of Ethics and of ensuring its observance.

### PROCEDURES

The Ethics Committee shall organise consultation with members, clients, employees, volunteers, and stakeholders on

- The values that the organisation wishes to embody, and
- The specific ethical imperatives that are implied by these values.

The discussions around these issues should be used as a means to raise awareness of the significance of ethical attitudes to the effective operation of the organisation.

The Committee shall then

- Review the policies of the organisation to ensure that these are not in conflict with the organisation's ethical principles, and
- Draw up a draft Code of Ethics for the organisation.

It should be noted that the organisation's ethical position is represented both by the organisation's policies and by its Code of Ethics, and any particular ethical guideline does not necessarily need to be repeated in both.

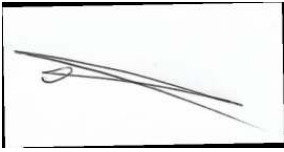
The draft Code of Ethics should then be circulated for discussion and comment to members, clients, employees, volunteers, and stakeholders. Again, the discussion should be used to forward a commitment among all concerned with the organisation to the ethical operation of the organisation.

The Ethics Committee shall forward a final draft of the Code of Ethics to the Board. The Board may make any alterations it sees fit, and the resulting Code of Ethics shall be presented for the approval of the membership at the next General Meeting.

Once the Code of Ethics has been approved by the General Meeting it shall be implemented by the organisation. Procedures should then be instituted to provide sanctions and penalties for breaches of the Code.

## RELATED DOCUMENTS

### AUTHORISATION

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read 'Colin Links'.

Colin Links  
Jan 15 2020

**todayscountry94one**

# CODE OF ETHICS

## VOLUNTEERS

- Shall, in all business conducted under the aegis of **todayscountry94one**, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the constitution, policies, and rules of the organisation;
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the organisation, follow the directions of their designated supervisors;
- Shall not so act as to bring the organisation or its mission into disrepute.

## MEMBERS

- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall treat the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.

## BOARD MEMBERS

- Shall, in all business conducted under the aegis of **todayscountry94one**, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Board, and the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.

## OFFICE BEARERS

- Shall carry out enthusiastically and competently the duties assigned to the position;
- Shall, in all business conducted under the aegis of **todayscountry94one**, place the interests of the organisation over their own interests of those of any other person or persons;
- Shall observe the provisions of the Constitution, policies, and rules of the organisation;
- Shall, as far as possible, attend all meetings of the Board, and, in the event that they are prevented from attending any meeting of the Board, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat the other members of the Board, and the other members of the organisation, and the staff of the organisation, and the office-bearers of the organisation, and the clients of the organisation, with respect;
- Shall not so act as to bring the organisation or its mission into disrepute.