



TRIBE FM MEMBERS' CODE OF CONDUCT SEPTEMBER 2012

Preamble

This Code of Conduct is prepared and adopted in accordance with the Tribe FM Constitution and the Community Broadcasting Code of Practice 2008, Appendix 4, and is to be observed by all members of Tribe FM.

This Code has been developed to guide members in their working together, making decisions and representing Tribe FM. It is intended that the Code determines appropriate courses of action and behaviour that are supported by shared values and desired behaviour statements. This Code also underpins the importance of effective relationships within Tribe FM.

Purpose

This Code of Conduct sets out the principles of good conduct and the shared values and desired behaviour statement for members of Tribe FM. It is intended to assist members to:

- understand the principles of good conduct and the desired behaviour that is expected
- carry out functions and responsibilities in accordance with the principles of good conduct
- act in a way that enhances confidence in members' personal values and to assist when the question arises 'What is the right thing to do?'

1. CODE OF CONDUCT

1.1 GENERAL DUTY OF MEMBERS

In addition to all legislative requirements and their Rights and Responsibilities, members should recognise the requirements of this Code of Conduct as the standards that will be adopted in the performance of their functions and role.

1.2 PRINCIPLES OF THIS CODE OF CONDUCT

There are two broad elements that make up the shared values and desired behaviour statements and underpin the ethics and standards of the conduct of members of Tribe FM

- **Integrity**
- **Behaviour**

1.3 INTEGRITY

1.3.1 Members must act in a fair, honest and proper manner according to the law. This includes but is not limited to:

- Behaving in a reasonable, just and non-discriminatory manner when carrying out all aspects of their roles and responsibilities
- Acting in good faith and not for improper or ulterior motives

1.3.2 Members must use Tribe FM resources in a proper and responsible way, including IT & the internet:

- Being mindful of the way in which resources are deployed
- Giving consideration to budget provisions and guarding against wasteful practices
- Ensuring that resources are used in the Tribe FM's interest



- Have respect for our environment, surroundings and Tribe FM equipment

1.4 BEHAVIOUR

1.4.1 Members must be fair and honest in their dealings with individuals and organisations and behave in a manner that facilitates constructive communication between Tribe FM, other members and the community.

1.4.2 This means members will:

- Be honest and fair in their dealing with all members of the community
- Demonstrate courteous and sensitive behaviour that does not discriminate against people
- Guard against the misuse of membership to gain an advantage for themselves or others
- Be aware that Tribe FM has a zero tolerance to any form of harassment, including sexual or otherwise
- Respect and maintain confidentiality
- Disclose all possible conflicts of interest they may have when carrying out their duties

1.4.3 When representing Tribe FM in the community, members will:

- Provide an accurate and fair representation of Tribe FM decisions
- Conduct themselves in a manner that will not reflect unfavourably on Tribe FM

1.4.4 Members need to respect the position and responsibilities of the Board.

- Members cannot claim to represent Tribe FM without authority, e.g., members may not contact the Council or any other organisation with whom Tribe FM has a professional association, without the express permission of the Board
- Members cannot represent Tribe FM at parades, festivals, fundraising events and functions without consulting the Board and obtaining the necessary authorisation in advance. Only such authorised persons can call on other Tribe FM members to volunteer at approved events as listed above
- Tribe FM needs to maintain a professional and consistent image and therefore only Board approved promotional items may be used at events and functions

2. CONDUCT OBLIGATIONS

2.1 Members are personally responsible for ensuring they comply with the Code of Conduct;

2.2 Investigations undertaken regarding compliance with the Code of Conduct will be kept confidential.

2.3 New members are required to sign an undertaking that they agree to this Code when they become members. A summary of the Code will be part of the application form. Copies of the full Code of Conduct will be available on the website and at Tribe FM. Current members are bound by this Code of Conduct and will be notified by newsletter or email and asked to read the Code in full and raise any concerns they may have with it to the Board in writing.

What to do if you have a concern or complaint?

Step 1 - One on one basis

It is the individual responsibility of members to resolve interpersonal disputes with fellow members. Interpersonal disputes should be discussed between the parties as soon as possible to ensure that an understanding of any differences is reached immediately. It is also their responsibility to ensure that interpersonal disputes are not taken further. Escalating disputes



further may affect the level of objectivity of discussion. By all means discuss your issues privately with friends and fellow members outside Tribe FM and try and resolve them. Chinese whispers and gossiping are to be avoided at all costs.

Step 2 – A Board member as a mediator

In the event that members cannot resolve disputes effectively, either party may seek mediation by a Board member. The Board member, once made aware of the interpersonal dispute, may request that both parties attend a mediation session.

The following process is to be followed to achieve a resolution:

- either member may notify the Board member of the dispute to discuss the path forward
- the Board member facilitates a discussion between the differing parties and seeks to resolve the matter through discussion
- either party may nominate a support person to attend the mediation session
- all discussions during the mediation session are to be kept confidential.

The Board Member's role is to act as a facilitator with the responsibility for resolution lying with members. The Board Member chosen as a mediator will report to the Board that he/she is conducting a mediation but will keep all details of the mediation, who, when, etc, strictly confidential.

Step 3 - Professional mediation

If attempts to resolve disputes through using a Board member as a mediator are not successful, then a professional mediator agreed to by the parties in dispute may be appointed by the Chair of the Board at the request of the member.

The following process will be followed:

- a professional mediator will be appointed to address the manner in which the mediation is to proceed and initiate discussions between the differing parties
- the professional mediator will seek to resolve differences and ensure that both parties agree that unresolved differences do not result in unacceptable behaviour as outlined in this code of conduct
- either party may nominate a support person to attend the mediation session/s
- all discussions during the mediation session/s are to be kept confidential.
- as much as possible this will be facilitated and paid for through LETS

Step 4 – Formal complaint

If attempts to resolve interpersonal disputes between members on a one on one basis or by mediation fail, then a formal complaint alleging a breach of the code of conduct may be submitted. The process to lodge a formal complaint and seek the expulsion of the member is outlined in the Tribe FM Constitution Section 12.