

MELBOURNE COMMUNITY TELEVISION CONSORTIUM LTD

(ACN 104 562 076)

CODE OF BEHAVIOUR

(Last amended February 2022)

This Code of Behaviour applies to:

- all employees of C31 including full-time, part-time, casual, permanent & fixed term, and, volunteers;
- all producers of programs, members of Members and Affiliates, independent producers, and any related staff or volunteers;

hereafter referred to as Station Participants.

This C31 Code of Behaviour outlines the expectations, rights, and obligations of Station Participants in their dealings with C31, employees, the workplace, volunteers, producers, directors, contractors and members of the public.

The Code of Behaviour cannot address all possible issues that may be faced during activities of Station Participants and their involvement with C31. The successful development of an ethical environment relies upon Station Participants having responsibility for their own professional behaviour, taking into consideration the provisions of the code, policies of the station and advice from Management of C31.

Station participants may be subject to disciplinary actions for persistent or gross breaches of this Code of Behaviour.

Station Participants must:

- act in an appropriate manner when representing C31 in public or in situations where they may be perceived to be representatives of C31.
- act appropriately when representing C31 or where they may be perceived to be representatives of C31 when engaging online, including public and private social media profiles, forums, groups and all online platform and pages and other online channels.
- not represent themselves to be working for C31 when engaged in private activities, including when producing programs, and attending public functions and events.
- be professional, polite and courteous to Station Participants and members of the public.
- not harass, bully, or physically or verbally abuse other Station Participants or members of the public.
- act honestly, in good faith and in the best interests of C31.
- use their best endeavours not to divulge or disclose any confidential information about C31 to any person.
- not comment publicly on behalf of C31, nor make negative comments on the operations of C31, its sponsors, partners or other Station Participants.
- agree to accept directions and decisions made by the Management of C31 on program content, including sponsorship announcements, presentation and technical quality, on-air conduct, access to station premises, use of station equipment and property, strategic planning, and risk management.
- agree to comply with all codes, regulations and legislation relevant to C31 and community television and notify Management of C31 of any complaint concerning their program or any incidents which may lead to a complaint.

Station Participants who have access to the C31 workplace, through using the studio facility, attending a station meeting, acting as a volunteer, or for any other reason:

- must ensure that they do not abuse their access to the C31 workplace.

- only use the C31 workplace and office equipment for C31 purposes and ensure appropriate approvals are sought.
- adhere to the C31 policy regarding the appropriate use of the internet, e-mails and other IT facilities where access is given to such facilities.
- respect their obligation to the health and safety of themselves and others in the C31 workplace under the Occupational Health & Safety Regulations, and any relevant Commonwealth or State Public Health Orders as is relevant.
- allow C31 employees to perform their duties without interference.
- not attend the C31 workplace under the adverse influence of alcohol or illegal drugs.

Station Participants agree that a breach of this code may result in disciplinary action which may include the suspension or termination of a Station Participant's broadcast, production, or other rights, notwithstanding employee rights and obligations under relevant employment contracts and the Fair Work Act.

RELATED DOCUMENTS

MCTC Ltd Volunteer Policy

MCTC Ltd Programming Policy

AUTHORISATION

Signature of CEO

Name of CEO

Date

Signature of Board Secretary

Date of approval by the Board

Melbourne Community Television Consortium Ltd.

ACCOUNTABILITY

Accountable / Responsible Officer

Date

Scheduled Review Date

General Manager

28 February 2022

28 February 2024