

C31 CODE OF BEHAVIOUR

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.

Station Participants are required to adhere to the C31 Code of Behaviour in regard to their dealings with C31, employees, the workplace, volunteers, producers, directors, contractors and members of the public.

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.
- 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.

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
- allow C31 employees to perform their duties without interference.
- not attend the C31 work place under the adverse influence of alcohol or illegal drugs.