

C31 CODE OF BEHAVIOUR

The C31 Code of Behaviour provides guidelines for the relationships between producers and C31 employees within the C31 workplace.

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 Conduct in regard to their dealings with C31, employees, the workplace, volunteers, producers, directors, contractors etc.

It is acknowledged that producers have a crucial role at C31 and that they must be given appropriate access to the C31 workplace and have relationships with a number of C31 employees. Therefore it is important that there are guidelines to these relationships.

Station Participants must:

- act honestly, in good faith and in the best interests of C31.
- be professional, polite and courteous to all other Station Participants.
- not make personal attacks or physical or verbal abuse against other Station Participants.
- avoid discrimination against Station Participants.
- ensure they do not harass or bully Station Participants.
- allow C31 employees to perform their duties without interference.
- 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.
- respect their obligation to the health and safety of themselves and others in the C31 workplace under the Occupational Health & Safety Regulations
- not attend the C31 work place under the adverse influence of alcohol or illegal drugs.
- use their best endeavours not to divulge or disclose any confidential information about C31 to any person.
- 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.