



CODE OF CONDUCT POLICY

1. Introduction

At Ellenbrook Community Radio (Inc) trading as Radio VCA88.5FM (Radio VCA88.5FM) we understand that we have a diverse group of people from culturally and/or linguistically diverse backgrounds and this Policy serves to offer guidelines to demonstrate acceptable behaviour of all members, presenters, guests of presenters and volunteers (collectively referred to within this Policy as 'volunteers') of Radio VCA88.5FM.

2. Purpose

The purpose of this **Code of Conduct Policy** (Policy) is to establish guidelines for the understanding of acceptable conduct of all Radio VCA88.5FM volunteers.

The Brand, the image and the reputation of Ellenbrook Radio is determined in part by the way in which the volunteers behave or seen to behave. Volunteers, contractors and consultants should not behave in a manner that may reflect negatively on Radio VCA88.5FM in the course of, or in connection with their engagement.

3. Scope of Policy

This Policy also aims to establish parameters and outline the expected behaviour of volunteers of Radio VCA88.5FM.

- Treat everyone with respect, courtesy and sensitivity, taking into account people's individual experiences and view
- Act as responsible citizens at all times
- Take personal responsibility for actions
- Act with absolute honesty and integrity
- Demonstrate trustworthiness
- Show respect to others
- Be polite and courteous
- Act so as not to place themselves or others in a position of risk
- Always act in an inclusive and non-discriminatory manner towards all persons
- Do not act in an offensive manner
- Do not use offensive language
- Dress appropriately for the circumstances
- Do not engage in obnoxious or rowdy behaviour

- Do not make defamatory reference or comment to any individual, company or organisation – verbally or on a social media platform.
- Knowingly engaging in unacceptable behaviour is considered a violation of this policy.

This Policy applies to:

- All members, presenters and volunteers of Radio VCA88.5FM.
- This policy may also apply to contractors and consultants, and be referred to within their contract letter of engagement.
- Behaviour whilst undertaking Radio VCA88.5FM’s business including in the workplace during and outside normal business hours; during work activities; and at work-related events including meetings, events, and social gatherings.

This policy should be read in conjunction with the following policies, available on Radio VCA88.5FM’s website:

- Presenter Conduct & Participation Policy
- Discrimination, Harassment & Bullying Policy
- Diversity Policy

4. Consequences of Breaching this Policy

Breaches of this Policy may result in disciplinary action being taken up to and including termination of membership. Behaviour may also be reported to the relevant authorities where considered appropriate.

5. Policy Owner & Version Control

Policy Owner	Ellenbrook Community Radio (Inc) t/a Radio VCA88.5FM: Secretary
Next Review Date	This Policy will be reviewed annually or following significant changes in legislation or station operations.
Endorsed By	

Version	Status	Date Approved	Description/Sections Modified
V2	Adopted	13 October 2025	Final Version