



# PRESENTER CONDUCT & PARTICIPATION POLICY

## 1. Introduction

At Ellenbrook Community Radio (Inc) trading as Radio VCA88.5FM (Radio VCA88.5FM) we expect each Presenter at Radio VCA88.5FM after having successfully completed the in-house Presenter training to maintain the standards they have achieved during their training. All Presenters should never become complacent and to maintain the requirements set out by the Management Committee. Radio VCA 88.5FM is run by volunteers and there is a need to participate in fundraising efforts as well as community engagement activities – all these activities require the help from all Presenters.

## 2. Purpose

The purpose of this **Presenter Conduct and Participation Policy** (Policy) is to remind all Presenters of the guidelines and legal requirements when presenting their programs on Radio VCA88.5FM. An annual Presenter Review will be conducted and this will give the opportunity for presenters to indicate if they need additional training in order to help meet the requirements set out below.

## 3. Scope of Policy

This Policy also aims to outline the expected behaviour of Presenters of Radio VCA88.5FM whilst presenting their program.

- Sign in upon entry and exit in the diary in the Studio reception.
- Ensure sponsorship and promotional material is broadcast at the required time.
- Take responsibility for what is broadcast during your program ensuring that explicit language is avoided.
- Ensure regular attendance during scheduled broadcast shifts.
- Communicate in a timely manner with Program Manager and the presenter before and after your program, if you are not able to conduct your program.
- Start and finish your program on time (and handover to next presenter correctly).
- Comply with the 2025 Community Broadcasting Codes of Practice and all Radio VCA88.5FM Policies which effect program and behaviour.
- Read out current 'Community Read' announcements in the Community Read folder during your program. One 'Community Read' per hour.
- Do not make changes to music or any program material outside of your agreed program times, without consultation with the Program Manager.
- Observe correct internet and email protocols as outlined in the Internet & Email Policy.
- The on-air presenter has control of the studio.
- If a presenter creates a program page on any social media platform, the presenter is required to remove this page when the presenter is no longer a presenter at Radio VCA88.5FM.

- Ensure any social media posts on any social media platform conforms with the Social Media & Media Engagement Policy.
- Disclose any potential conflict of interest when joining Radio VCA88.5FM and annually thereafter at the Presenter Review.
- Ensure that **no food** is consumed in any studio except in the studio reception. All rubbish is to be removed from the studios and studio reception into the bin in kitchenette or outside of the building.
- Adhere to the Health & Safety Policy and report any faults with equipment via the Complaints process outlined in Complaints Management Policy & Procedures
- If a presenter has guests in the studio whilst they are on-air conducting their program or there are guests to be interviewed as part of the program, it is the responsibility of the presenter to
  - Ensure that all guests adhere to the Code of Conduct Policy.
  - Ensure that all guests sign in upon entry and exit in the diary in the studio reception.
  - Ensure that no food is consumed in the studios. The only place food may be consumed is in the studio reception.
- Any personal items left in the Studios are not the responsibility of the Management Committee and may be disposed of after several weeks.

### **Presenter Participation**

All Radio VCA88.5 presenters are encouraged to participate in the operation of the organisation via involvement on the Management Committee or a participation in a sub-committee.

Presenters are encouraged and expected to participate in fundraisers and community engagement events. It is expected that a presenter will participate in at least one event per year.

This Policy applies to:

- All presenters, guests and member of Radio VCA88.5FM.

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

- Code of Conduct Policy
- Conflict of Interest Policy & Procedure
- Discrimination, Harassment & Bullying Policy
- Diversity Policy
- Drug & Alcohol Policy
- Gifts & Hospitality Policy
- Health & Safety Policy
- Internet & Email Policy
- Program Policy
- Social Media & Media Engagement Policy
- CBAA Codes of Practice

#### 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

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

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