

Riverland Life FM

CODE OF CONDUCT

For Board members, employed staff and volunteers

FOUNDATIONAL PRINCIPLES

What we stand for ...

Biblical values are the basis for the principles by which we aim to conduct ourselves in all areas of activity, recognizing that we will not always do this in an exact way.

With regard to our interactions with others – colleagues, sponsors, members and other supporters, and listeners, the following precept is our guide:

“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets” Matthew 7:12 (NIV)

The following aims apply to every person – staff, volunteers or on the Board - working and participating in the activities of the station.

RELATIONSHIP WITH LISTENERS

“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - his good, pleasing and perfect will” Romans 12:2 (NIV).

It is important to define our relationship with the listener, to ensure that we remain outwardly focused and ensure that we are working to fulfil the vision of Riverland Life FM, which is to reach out to the lost with God's love and in doing so, present a Biblical worldview.

In speaking to our listeners and engaging with the public we will seek to:

- Value them as individuals loved by God;
- Take care to listen and attend to what they say, without judgment;
- Encourage them and uplift them;
- Prayerfully discern how to reach people, individually and corporately, where they are at;
- Present a Biblical worldview;
- Be genuine and honest, speaking the truth with love;
- Humbly serve;

RELATIONSHIPS WITH COLLEAGUES

“Therefore encourage one another and build each other up, just as in fact you are doing”
1 Thessalonians 5:11 (NIV)

Riverland Life FM

CODE OF CONDUCT

For Board members, employed staff and volunteers

As co-workers in the ministry of Riverland Life FM we will seek to:

- Love and serve one another in the name of our Lord Jesus Christ;
- Think not too highly of ourselves but give greater esteem to one another;
- Encourage and help one another, speak honestly and with love, and act to benefit others;
- Act positively, generously and optimistically in resolving any conflicts or difficulties that may arise.
- Forgive quickly and support one another equally;
- Ask for help when it is needed;
- Treat all co-workers, whether paid or voluntary, with equal respect and appreciation;
- Respect the authority and responsibilities of managers and supervisors;
- Know and respect the boundaries of your role;

RELATIONSHIP WITH SUPERVISORS

Those who are Managers will seek to:

- Respect, instruct and support staff;
- Put their complaints fairly and directly to the Board of Management;
- Be accountable to the Board;

Those who are directed and supervised by Managers will seek to:

- Respect and support their Manager;
- Be accountable to them and follow their instructions;
- Put their complaints fairly and directly to their Manager.

RELATIONSHIP WITH THE CHURCH

Riverland Life FM exists to serve the Church, those who are already part of the body of Christ and those who are yet to be introduced to Him. We are not 'church on the radio', that is to say, we are not in competition with the local church. Our intent is to point people to Christ and then have them pastored and cared for by their local church. Riverland Life FM upholds the importance of regular fellowship in the local church.

Corporately, and individually as members of the ministry team at Riverland Life FM, we:

- Endorse the core values of the Church through adherence to our Statement of Faith, The Nicene Creed, which is recognized by all major Christian Churches;
- Seek to keep in regular contact with the local Church;
- Seek to serve the Church through radio;
- Seek to work in partnership with the Church in our common mission;

Riverland Life FM

CODE OF CONDUCT

For Board members, employed staff and volunteers

Seek to encourage the Church in their everyday lives and in their outreach to their community;
Commit to being accountable to the Church.

RELATIONSHIP WITH SPONSORS

In all interaction with Sponsors and supporters of the station we seek to:

- Be professional in manner and speech, seeking to honourably represent the station;
- Maintain integrity and honesty and a positive attitude;
- Conduct ourselves professionally in meetings and interviews;
- Present oneself as a good witness;
- Be concerned for the customer's welfare and offer a service that is in their best interest;
- Follow through on what is promised;
- Support the businesses of sponsors as appropriate, not expecting special treatment;
- Report any gifts or discounts (if greater than that usually given to own staff or patrons) from sponsors to the Station Manager and Board;
- Communicate all station related interaction with Sponsors to the Station Manager or Board.

The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22 (NIV)

Loving and esteeming one another, we seek to follow Christ's example of humility

What we don't stand for ...

Bullying

The following behaviours, and the attitudes that inspire these behaviors, stand in opposition to the Biblical principles which we uphold:

Definitions

- 'Bullying' is repeated and unreasonable behaviour (words or actions) directed towards others that:
- Victimises another person or group;
 - Could be expected to intimidate or threaten the other person in some way;
 - Is deliberately offensive or humiliating, seeking to undermine the other person;
 - Creates a risk to health and safety;

Riverland Life FM

CODE OF CONDUCT

For Board members, employed staff and volunteers

‘Repeated behaviour’ refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

‘Unreasonable behaviour’ is behaviour that a reasonable person, having considered the circumstances, would see as unreasonable. Such behavior will also be clearly recognizable as being in contradiction to the values of Riverland Life FM, as outlined in the Code of Conduct.

Bullying can be carried out in a variety of ways including through email, text or social media channels.

Bullying can occur between workers (sideways), from managers to workers (downwards), or workers to supervisors/managers (upwards).

Examples of Bullying includes, but is not limited to:

- abusive language
- unjustified criticism or complaints
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person’s skill level
- denying access to information, to the detriment of the worker
- spreading misinformation or malicious rumours
- changing work arrangements to deliberately inconvenience a particular workers or workers.

If a person accused of bullying claims that the behaviour was unintentional, but the behaviour continues despite remedial actions (warnings) given by the Station Manager or Board of Management, the behaviour will be identified as deliberate bullying.

Reasonable management action that is carried out lawfully and according to station policy is not bullying. A worker who is the subject of management action and has concerns about it, must be allowed to freely report a complaint in full accordance with the station’s Grievance Policy, and after due process, is expected to accept the final decision of the Board of Management.

Examples of reasonable management action include but are not limited to:

- setting reasonable performance goals, standards and deadlines
- deciding not to select a worker for a position or role, where a reasonable process is followed
- informing a worker about unsatisfactory work performance in an honest, fair and constructive way
- taking disciplinary action, including suspension or terminating employment.

Differences of opinion and disagreements are generally not considered to be workplace bullying.

Riverland Life FM

CODE OF CONDUCT

For Board members, employed staff and volunteers

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter.

Riverland Life FM has a duty of care to provide a safe workplace, and ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

Riverland Life FM accepts and acts on its duty of care. Any reported allegations of workplace bullying will be promptly, thoroughly, and fairly investigated.

Bullying complaints will be handled in a confidential and procedurally fair manner. Where confidentiality cannot be guaranteed this will be clearly communicated to the relevant parties.

All parties will be treated with respect.

The person against whom the allegation is made has the right to natural justice (the right to know what is alleged against them, the right to put their case in reply, and the right for any decision to be made by an impartial decision-maker).

Related Policies:

100.7 Riverland Life FM - Grievance Policy & Procedures

Sexual Harassment Policy