



LIVERPOOL-FAIRFIELD COMMUNITY RADIO CO-OPERATIVE LIMITED

ABN 58 832 839 936

Discipline Policy

Introduction

The aim of discipline is improvement. Its main purpose is to ensure that members/volunteers will perform their duties/role in compliance with the 1992 Broadcasting Act, The Codes of Practice, and the rules, directives, regulations, and instructions of the Liverpool-Fairfield Community Radio Co-operative Limited (2GLF) when meeting operational and programming requirements.

Volunteers need to understand that discipline is not punishment for its own sake. It is an attempt to correct breaches of conduct which affect the operations of 2GLF or the rights of other members/volunteers. By outlining a process for dealing with non-compliance, this policy protects the rights of all parties to the process.

Purpose

In spite of positive strategies, e.g. training, coaching and communications to members, situations that constitute misconduct and require disciplinary action will occur. The purpose of this policy is to:

- Take corrective steps in a firm, fair and consistent manner
- To return the member to effective conduct.

This policy has a continuum of actions ranging from counseling, verbal reprimand, mediation, suspension, and dismissal.

Policy

What is Misconduct?

Misconduct is a legal term meaning a wrongful, improper or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts (Wikipedia)

- 'Misconduct' is where something is seen as unacceptable but is not a criminal offence
- "Gross misconduct" can lead to immediate dismissal because it is serious enough and possibly criminal
- Misconduct refers to an action, rather than neglecting to take action which could be seen as poor performance.



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Examples of Misconduct

- Inability to satisfactorily carry out their role after training
- Omitting to notify anyone if their program ceases
- Not organizing a fill-in or notify the programming chair of an absence.
- Poor timekeeping and unreliability
- Not following pre-existing station rules and policies including programming policies and program briefs
- Non adherence to the Codes of Conduct, e.g. advertising
- Failure to apply media law, e.g. defamation
- Rudeness or hostility towards others
- Failure to abide by station rules, e.g. parking in the station car space without a mobility pass/failure to register the pass

Examples of Gross Misconduct

- Publicly acting in a manner that brings 2GLF into disrepute including the use of social media for such a purpose
- Being drunk on air/ on the premises of 201 161 Bigge Street Liverpool
- Being under the influence of any drug
- Non adherence to the Codes of Conduct, e.g. advertising
- Failure to apply media law, e.g. defamation
- Omitting to follow security procedures
- Physical violence or bullying
- Harassing people (See Harassment Policy)
- Theft, fraud, and deliberate falsification of records
- Subjecting people to racial abuse
- Deliberate access to or download of pornographic, offensive or obscene material
- Serious misuse of 2GLF's property or name
- Deliberate damage to property
- Serious negligence which causes or may cause unacceptable loss, damage or injury
- Serious breaches of WH&S rules including deliberate damage or misappropriation of safety equipment



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Disciplinary Process

1. The issues or allegations should be put in writing and addressed to the Board. The Secretary will acknowledge the report of misconduct and will notify The Board. The Board will decide if an emergency meeting is required to decide if the issues or allegations may be a disciplinary matter. If the matter is very serious the Secretary can act as can any Board member as soon as the breach is evident.
2. The Board will investigate the issue.
3. In the case of a matter of misconduct a warning letter may be issued e.g. If the offence is concerning on air conduct the incident would be confirmed by downloading material from the logger.
4. The member would be asked to meet with the Executive and given the opportunity to explain and offer any extenuating circumstances. They would be asked to undertake a written agreement not to repeat the offence.
5. Repeated acts of misconduct can be treated as overall gross misconduct.
6. If it is a matter of gross misconduct the person will be temporarily taken off air until the matter is resolved.
7. All actions will be documented.
8. If the report is without foundation the member is entitled to know who made the report should they wish to put in a formal complaint.
9. If the report is valid then the Secretary will get back to the member who reported it with the resolution.
10. The Board may make the decision to suspend and as soon as possible the Secretary will write to the member notifying of the resolution and the grounds upon which it was based.
11. The Board may also make the decision to impose an alternative sanction on a member as an alternative to suspension in some circumstances for a limited period of time. (e.g. remain off air until they complete media law training after a Codes of Practice breach)
12. The member can to appeal a Board's decision to suspend at a Special General Meeting of the Co-operative. If there is no appeal then the Board will uphold the original motion to suspend considering all available information.
13. Should the Board wish to dismiss a member for continual misconduct/gross misconduct a Special General Members Meeting is required in order to put a motion for the member to be expelled from the Co-operative.

On dismissal the member will:

- Return any 2GLF equipment they may have loaned
- Return any security keys and code numbers in their possession



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