

Tasman FM 97.7 Code Of Conduct

Volunteer Agreement

This is an agreement between Tasman FM and.....

As a volunteer and/or presenter at Tasman FM 97.7 I agree to comply with the station policies & procedures as outlined below:

1. I will abide by the **Community Radio Broadcasting Codes of Practice 2025 and the station's policies, and will not breach the Broadcasting Services Act 1992 or our licence conditions.**
2. I will not present anything that could in anyway be construed as being racist, sexist or discriminatory in its content or delivery & will avoid material that consciously seeks to undermine community harmony, particularly in areas of race & gender.
3. I will be respectful, always observe good manners & nonthreatening language with other volunteers, guests & others using the building. **Bullying and harassment will not be tolerated. A report of bullying or harassment is handled under the Anti-Discrimination and Respect Policy and the Complaints and Disputes Procedure, and a person may be stood down from duties while it is dealt with.**
4. I will never criticize, abuse or offend other broadcasters, sponsors or station management on air.
5. I will not use obscene or offensive language while on air or within the building premises. Tasman FM 97.7 acknowledges that there are certain styles of music with lyrics that could be considered obscene by some sections of the community. I will avoid using this type of music where possible however, if it relates to the theme and content of the program, I will edit out the offensive language. I will not broadcast music which features swearing/obscene lyrics.
6. I will consider other broadcasters at the station & will ensure I will leave the station tidy for the next presenter, normalize the panel & computers and leave the studio free from rubbish & program leftovers. Out of respect I will make sure to knock before entering the station in case a presenter is on air.
7. I will not under any circumstance be under the influence of alcohol, drugs or other intoxicants while on air or even on the premise. If I breach this rule I will be stood down immediately and the Station Manager will report the matter to the Committee.
8. I will not smoke on the premises. I understand that the entire building & school area is a smoke-free environment.
9. I hold current Registration to Work with Vulnerable People (Tasmania) and will tell the Station Manager immediately if it lapses or is cancelled. I understand that I cannot broadcast from the studio, or volunteer on the school grounds, without it.
10. I will ensure that I am on the premises at least 15 minutes prior to the start of my program and in the studio at least 5 minutes prior to the start of my program.
11. I will inform station management if I am unable to attend my scheduled shift at the earliest possible time, preferably 48 hours in advance for the Station Manager to arrange replacement content.
12. I will discuss all problems, complaints & disagreements rationally and calmly with station management, and complaints or issues in writing are addressed to the Station Manager or the

Complaints Officer and handled under the Complaints and Disputes Policy and Procedure. These will be seriously and respectfully discussed and investigated by the Tasman FM Committee, and the complainant will receive a response, either by letter or email.

13. I will attend meetings, read & abide by notices, and will complete all paperwork requested by management in the time allocated
14. I will undertake any additional training requested by the station manager within the time allocated.
15. I agree to take my broadcasting privilege seriously and will, to the best of my ability, do my utmost to prepare & present my program to the highest possible standard. Each broadcaster wanting to use the studio will sign the Tasman FM Training Form before starting on air.
16. I understand that as a volunteer at Tasman FM 97.7, I am part of a team and that I will raise any suggestions, concerns or issues I have about the station or its operation with the Station Manager, the Complaints Officer or a committee member, so the station has the chance to deal with them promptly and effectively for the benefit of the whole team. Nothing in this agreement stops me raising a concern with the Committee, Equal Opportunity Tasmania, WorkSafe Tasmania or the ACMA. Discussions with station management will be treated as confidential.
17. I will not alter or touch the stations equipment which is vital for the station's operation. I will also not use station equipment for personal use or for purposes outside of the station, this includes the stations computers, internet & printer.
18. I will abide by **Tasman FM's program standard & broadcaster expectations**
 - a) Dead air throughout a program is unacceptable and must be limited to 5 seconds at most.
 - b) Station sponsors will be played during the time listed on the sponsorship list & signed off on each program. I will also not play all sponsorship adverts all one after another. I will play a maximum of 2 Sponsorships at one time.
 - c) **Phone Response**
 - (i) Where possible I will answer the phone before it rings 6 times.
 - (ii) If the phone rings whilst speaking on air, I will make adjustments and play a song. (The station can't have the phone ringing in the background while announcing).
 - (iii) If you are about to speak on air and the phone rings, answer and tell the caller to hold, then announce and respond to the caller after you finish announcing.
 - (iv) I will treat all callers in a respectful way and will forward any complaints to management.
 - d) I will do my best to not have songs playing over the top of each other or while I am speaking on air unless it is used as background announcing music.
 - e) I will leave the station computers as I found them and will not change the computer settings. This includes moving pages between the computer screens.
 - f) I will keep an eye of the panels broadcasting levels, whether it be for music or my voice, as is advised during my Tasman FM training.

- g) I will not alter or change the stations set playlist of music or sponsors, whether it is before, during or after my program, even if I do not like or approve of what is listed.

I have read & accept the above conditions and understand that any breach of these conditions will have consequences.

Signed.....

Date:.....

Station Manager:.....