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FM 92.1 Armidale Uralla Walcha Guyra
Your voice in the community

ANTI-BULLYING POLICY

As required by Community Radio Broadcasting CODE 1

Outlines our responsibilities in broadcasting to meet our community interest and ensures that we operate according to the guiding principles and within a framework of sound corporate governance.

PURPOSE

The purpose of this document is to outline 2ARM FM's commitment to prevent and eliminate bullying in all its forms in the workplace, and to immediately report and document the process which is to be followed should any grievances arise.

POLICY STATEMENT

2ARMFM is committed to ensuring all volunteers, members, visitors and all general members of the public are treated with dignity and respect and that we take action to prevent and respond to bullying in its workplaces in accordance with statutory and regulatory obligations and corporate objectives.

2ARMFM has in place a documented Complaints Procedure Policy for reporting, investigating and resolving complaints relating to bullying including cyber bullying. Please refer to the Complaints Procedure Policy document.

2ARMFM will ensure appropriate instruction, information and training are provided to support this policy and promote volunteer/member awareness, including:

- Information and instruction on the standard of professional behaviour and respect towards others required in the workplace as stated in the CBA Code of Practice
- Procedures for reporting and resolving complaints of bullying
- Information and instruction provided for members investigating complaints of bullying

2ARMFM will ensure protection of complainants and witnesses from victimisation as a result of the complaint or report.

2ARMFM will review its systems and procedures periodically to ensure the content remains relevant and consistent with corporate objectives.

DEFINITIONS

A member, volunteer, visitor or member of the public is subject to workplace bullying if the person is exposed to repeated unacceptable behaviour by a person, including station management, or a co-worker or group of co-workers of the person, or other person including fellow volunteers, contractors or members of the public external to the workplace that:

- is unwelcome and unsolicited; and
- the person considers to be offensive, intimidating, humiliating or threatening; and
- a reasonable person would consider to be offensive, humiliating, intimidating or threatening

Bullying behaviour can be verbal, physical, social or psychological (including offensive messages through the use of SMS, email and material posted on the internet, known as “cyber bullying”, or inappropriate use of camera phones etc).

Workplace bullying and harassment does not include administrative action taken in a reasonable way by station management to ensure the station best serves its community.

RESPONSIBILITY

The Management Committee of 2ARMFM has a Complaints Procedure Policy in place for the prevention of and response to workplace bullying in accordance with this policy and the CBAA Codes of Practice.

The Management Committee of 2ARMFM are required to:

- Implement this policy within their area of control
- Encourage a work culture of dignity and respect for others in the workplace
- Ensure volunteers and members are consulted in developing risk management strategies and procedures with respect to prevention of bullying in the workplace
- Ensure reports of bullying are acted on in accordance with this policy and the CBAA Codes of Practice.

Volunteers, Members of 2ARMFM as well as visitors and members of the Community are required to:

- Adhere to this policy, ensuring their behaviour is consistent with the CBAA Codes of Practice, that they treat others with dignity and respect and do not bully or harass others
- Report hazards, risks or incidents related to bullying to the Management Committee of 2ARMFM
- Participate in consultation during the development of management strategies and procedures that will deal with and limit the incidence of workplace bullying.
- Participate in information, instruction or training provided in relation to the prevention of bullying or harassment in the workplace