

MainFM

Code of Conduct

The MainFM Code of Conduct outlines the ethical standards, principles, and behaviours expected from everyone involved in the organisation. It is essential that each person—whether staff, volunteer, or contractor—understands and commits to the Code of Conduct. This ensures clarity regarding individual responsibilities and supports the professionalism, ethical practice, and values of the organisation.

This Code of Conduct is reinforced by MainFM's policies and procedures which provide further details as to the obligations of staff, volunteers and contractors. These cover critical areas such as child safety, community participation, inclusion, privacy, complaints, and harassment and bullying. Relevant policies and procedures can be found at [MainFM Policies and Reports](#). All those engaged with the station should familiarise themselves with listed documents and their intent.

MainFM recognises, respects and promotes its responsibilities to keep children safe from abuse, and commits to ensuring the safety of children as a priority. MainFM values diversity and will not tolerate child abuse or discriminatory practices.

The MainFM Code of Conduct is intended to guide content and behaviour for broadcasts, interactions with the community including communications, and internal cooperation. The overall intent is to ensure that MainFM maintains a positive, proactive role in its community reinforcing community aspirations and cohesion.

Commitments

All staff, volunteers and contractors are expected to:

1. Mission and Community Focus

- **Alignment with Mission:** Uphold the values and mission of MainFM, providing high-quality, inclusive, and relevant content that serves the local community's needs and interests.
- **Community Engagement:** Prepare and share content and broadcasts should reflect the diversity of the local community, ensuring inclusivity and representation of various perspectives.

2. Respectful Communication

- **On-Air Conduct:** Be respectful, mindful of the community's values, and avoid offensive or discriminatory language in all on-air discussions and commentaries.
- **Off-Air Interactions:** Be respectful and courteous during all internal and external interactions, including between staff, volunteers, contractors, listeners, and community members.

3. Inclusivity and Non-Discrimination

- Help maintain an inclusive environment, ensuring that all broadcasts and interactions are free from discrimination based on race, gender, sexual orientation, religion, age, ability, or socio-economic status.
- Where possible and relevant, produce content that reflects the diverse interests of the community while fostering unity.

4. Child Safety

Staff, volunteers and contractors will:

- Take all reasonable steps to protect children from abuse and harm
- Establish and maintain a child-safe environment for children and young people in the course of their work
- Work with children in an open and transparent way
- Treat children and young people with respect and value their ideas and opinions
- Encourage children to participate in matters important to them
- Act as positive role models in their conduct with children and young people and model appropriate adult behaviour
- Listen to children and respond to their needs appropriately
- Comply with specific organisational guidelines on physical contact with children
- Respect the privacy of children and their families, teachers and carers, and disclose information about them only to people who have a need to know
- Report any allegations of child abuse to station management
- Contact the police if a child is at immediate risk of abuse (phone 000).

5. Content Integrity and Accuracy

- **Factual Reporting:** Present all information, especially news or public affairs content, with accuracy, ample and impartial research, and without bias.
- **Editorial Independence:** Maintain editorial independence, ensuring that external interests (advertisers, sponsors, political groups) do not influence content inappropriately.

6. Confidentiality

- **Listener Privacy:** Handle personal information about listeners or contributors (e.g., during call-ins or interviews) with strict confidentiality.
- **Internal Information:** Maintain the confidentiality of internal discussions, station operations, and sensitive data.

7. Broadcasting Ethics

- **Compliance with Broadcast Regulations:** Adhere to the Community Radio Broadcasting Codes of Practice and relevant broadcasting laws and guidelines. These include those relating to language standards, avoiding defamatory statements, and adhering to copyright laws.
- **Avoidance of Harm:** Strictly avoid preparing and sharing content that could cause harm, including promoting violence, hate speech, or illegal activities.

8. Professionalism and Responsibility

- **Punctuality and Preparation:** Be prepared, punctual, and reliable in fulfilling their broadcast commitments and attending meetings.
- **Representing the Station:** Represent the radio station by acting professionally both on and off-air, maintaining the station's positive reputation within the community.
- **Keeping Informed and up to date:** Attend training sessions and meetings and stay informed by reading regular MainFM communications.

9. Collaborative Spirit

- **Teamwork and Cooperation:** Work collaboratively, respecting each other's contributions and fostering a positive and supportive environment.
- **Conflict Resolution:** Address disputes and conflicts constructively and escalate to station management if necessary.

10. Ethical Use of Station Resources

- **Equipment and Facilities:** Use station resources, such as broadcasting equipment and facilities, responsibly and for the purpose of furthering the station's mission. Facilities should not be used for personal purposes.
- **No Misuse of Authority:** Avoid exploiting their positions for personal gain or for promoting non-station-related causes without approval.

11. Safety and Well-being

- **Workplace Safety:** Follow all safety guidelines when using station equipment or facilities.
- **Respect for Well-being:** Understand harassment, bullying, or any other behaviour that negatively affects the well-being of staff, volunteers, or community members will not be tolerated.

12. Commitment to Continuous Learning

- **Skill Development:** Continually develop their broadcasting skills, stay updated with media trends, and participate in relevant training offered by the station.
- **Innovation and Creativity:** Encourage the exploration of new ideas and formats to engage the community effectively while maintaining professional and ethical standards.

13. Feedback and Accountability

- **Constructive Feedback:** Be open to receiving feedback about their on-air and off-air roles with MainFM and be willing to make improvements.
- **Accountability:** Be accountable for their actions and decisions. Any breaches of the Code of Conduct will be addressed through appropriate channels, with measures taken to resolve the issue or, in serious cases, a reconsideration of the individual's role at the station. Any action taken will be guided by MainFM's Constitution and relevant MainFM Policy and Procedures including its Harassment and Bullying Policy, the Work Health and Safety Policy and the Complaints Policy and Procedures. Current employment practices and laws and staff members employment contracts will also be taken into consideration.

I acknowledge I have read the Code of Conduct and am willing to meet the obligations expected of me.

I have completed the [CBA Community Radio Broadcasting Codes of Conduct 2025](#) free course.

Signed: _____

Date: _____

MainFM Committee of Management Approved 30/05/2025