



Tamar FM Inc.

Respectful Workplace Behaviour Policy.

Notes:

1. This policy replaces the three existing Bullying, Sexual Harrassment and Conflict resolution policies current as at 17 June 2026, in order to remove duplication and confusion and to keep in-line with current legislation.
2. Interpretation:
 - The terms "Tamar FM Management Committee" is used interchangeably with "Tamar FM Board". The Committee is that defined in the Constitution.
 - The term "worker" refers to Volunteer workers as there are no employees currently at Tamar FM and legislation in some cases, is applied differently to employees and volunteers.
 - Volunteers are Tamar FM Inc members who have applied to, and been approved to, work as volunteers by the Tamar FM Management Committee.
 - The term "workplace" refers to any place owned or operated by Tamar FM or to any place where volunteers engage in Tamar FM activities.

Tamar FM's Commitment

Tamar FM is a team of people who care about music, community and each other.
We want every person who walks through the door to feel safe, supported and respected.
This policy is here to help us keep that promise and defines what is positive behaviour.

Focus

This policy sets expectations for courtesy, inclusion and professionalism.
It defines appropriate standards of behaviour.
It covers bullying, harrassment, discrimination and misconduct within a broader Code of Conduct.

Comprehensive Code of Conduct

This Code of Conduct is tailored specifically for volunteers and acts as a preventative measure. It applies to Tamar FM radio station during office hours , during off-site events and via communication platforms related to station activities.

Staff and Volunteers shall:

Required Behaviour	This means:
1. Behave with intergrity	Be honest, ethical, fair, committed.
2. Be accountable.	Take responsibility for personal and organisational conduct.
3. Be transparent.	Communicate openly and manage conflicts of interest.
4. Be responsive.	Adapt to evolving needs, expectations and

	challenges e.g. attend meetings, undertake training.
5. Report any incidents of bullying, harassment, discrimination or misconduct they experience or witness.	
6. Ensure their on-air, online or in-person conduct aligns with community broadcasting standards.	Complying with CBAA Code of Conduct, ACMA regulations and specific requirements as directed by the Tamar FM Management Committee.
7. Avoid inappropriate comments, innuendo or behaviour towards others, either in person or on-air.	If unsure whether behaviour is inappropriate, consult others.

Workplace Bullying

Tamar FM does not tolerate any form of workplace bullying.

Workplace bullying is defined as unreasonable behaviour directed towards a worker, volunteer or group of persons that creates a risk to health and safety. It may be by, or towards, an individual or group.

It includes, but is not limited to:

1. Verbal abuse	Shouting, yelling, using offensive language, teasing.
2. Psychological harassment	Intimidating, belittling, exclusion, inappropriate comments about a person's appearance, sexual preferences etc.
3. Undermining	Spreading malicious rumours, sabotaging work or constantly criticising or denying access to information or resources, to the worker's detriment.
4. Abuse of power	Inappropriate use of authority or position.
5. Exclusion	Deliberately excluding someone from workplace activities.

Note: Reasonable management action is not considered to be workplace bullying if it is carried out lawfully and in a reasonable manner in the circumstances. Reasonable action includes, but is not limited to:

1. Setting reasonable performance goals, standards and deadlines.
2. Informing a volunteer about unsatisfactory work performance in an honest, fair and constructive way.
3. Taking disciplinary action, including suspension or termination of the volunteer's work at the station.

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

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

Misconduct

Misconduct includes, but is not limited to:

1. Wilful or deliberate behaviour that is inconsistent with the volunteer's responsibilities as agreed to in the signed Tamar FM Volunteer's Agreement.
2. Theft of property or wilful damage to property.
3. Fraud
4. Intoxication or other substance abuse when on Tamar FM premises or when engaged in outside Tamar FM activities.
5. Dishonesty in the course of volunteer activities.
6. Criminal conduct, that if proven, renders the person unfit for work.
7. Publicly bringing Tamar FM into disrepute.

Tamar FM has a duty of care to provide a safe workplace. It accepts and acts on any reported allegations of bullying, harassment, discrimination or misconduct and promptly, thoroughly and fairly investigates.

Complaints

Complaints will be handled in a confidential and procedurally fair manner, both to the complainant and the accused.

Where confidentiality cannot be guaranteed, this will be clearly communicated to the relevant parties.

Tamar FM guarantees that no person will be victimised, intimidated or disadvantaged for making a complaint or acting as a witness.

Complaints may be in the form of an:

1. Informal report.	This involves speaking directly to the person(s) involved, asking them to stop. A verbal report can also be made to the Station Manager or Management Committee.
2. Formal complaint.	This involves a written complaint submitted to the Tamar FM Manager or Board Member, detailing the behaviour, date, time and any witnesses to the matter.

Documentation in all cases is essential.

On completion of the investigation, all parties will be informed of the findings and the outcome of the investigation.

Review

This policy will be reviewed annually/bi-annually by the Management Committee to ensure it remains effective and compliant with legislation.

Adopted by: Tamar FM Management Committee at the Board meeting on 17th June, 2026.