

RMITV/SCT Inc. Members' Code of Conduct

Policy Name:	SCT Inc Members' Code of Conduct
Date Authorised:	01/10/2019
Date Last Reviewed:	27/07/2021
Review Cycle:	Annual
Authorising Body:	Student Community Television Inc. Board
Responsible Party:	Content & Development Manager, General Manager, SCT Inc. Board
Related Department:	

Definitions:

RMITV - RMITV/Student Community Television Incorporated

Member - Any current financial member of RMITV as outlined in the RMITV Constitution

RMITV Production - Any production approved by the RMITV Board / Content Committee which receives support from RMITV through the allocation of resources. This may include but are not limited to Flagship Productions, Co-productions and External Productions

RUSU - RMIT University Student Union

Producer - A person appointed by RMITV to manage a single season of a production.

RMITV Members Agree to the following:

- Act honestly at all times and always in the best interests of the organisation;
- Carry out their duties on an RMITV Production to the best of their ability;
- Follow directions given to them by RMIT Staff/Security when on RMIT University campus;
- Be reliable, punctual and attend all duties as required when volunteering on a RMITV Production. If a RMITV Member is unable to attend any duties they will ensure that the appropriate person is notified. If a RMITV Member is habitually late or does not attend to the task/s allotted to them, then they may be removed from their position at the discretion of both the Producer and Management Team.
- Ensure that all personal information that comes to their knowledge before, during and

after their period with RMITV as a Member is protected in accordance with RMITV's Privacy Principles. Further, RMITV Members must ensure the commitments given by RMITV to its members and others in its Privacy Statement are carried out properly.

- If any Member suspects that personal or confidential information is in the wrong hands or has been misused in any way, they should bring it to the attention of the RMITV General Manager.
- Refrain from any discriminatory practice on the basis of sex, race, religion, ethnic background, or special ability/disability or any discrimination as defined in any Federal, or State Legislation.
- Not make improper use of any knowledge or information acquired by them as an RMITV Member. Any knowledge or information obtained during or after the length of their membership must be treated as confidential by the Member. Confidential information includes information relating to any individual who is a Member of RMITV.
- Not engage in any conduct and/or acts that bring disrepute and/or discredit to the organisation, its members, RUSU or RMIT University. Any RMITV Member who behaves in an unbecoming and/or dishonourable manner or in a manner prejudicial to the interests of RMITV Members and/or RMITV may be subject to disciplinary action.
- Not steal, misappropriate or convert any items belonging to the organisation or other Members for the purposes of private and/or commercial use. Unauthorised access to information are criminal actions and violate this Code. Any such action may result in formal notification to the police.
- Inform management, within 48 hours, of any incidents/complaints concerning my participation in a production that are unable to be resolved.
- Not engage in sexual harassment. It is unlawful and will not be tolerated by RMITV. Members must not engage in harassment or sexually inappropriate behaviour towards another member or engage in behaviour that creates an uncomfortable work environment. RMITV considers that sexual harassment includes (but is not limited to):
 - an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person; or
 - other unwelcome conduct of a sexual nature in relation to the person harassed,
 - in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person being harassed would be offended, humiliated or intimidated.

RMITV will use its best endeavours to act upon any reports of sexual harassment quickly, confidentially and professionally. Any member who acts in

such a manner may be subject to disciplinary action and/or referred to the Police.

- Abide by this Code of Conduct at all times, and comply with the spirit together with the words of the Code. The material presented within the Code of Conduct is not intended to be exhaustive.
- Abide by this Code of Conduct as updated from time to time.
- Unacceptable conduct by a Member may result in a written warning. Any unacceptable conduct thereafter may result in the Member facing a disciplinary subcommittee at the discretion of the Board.¹

The importance of a relationship based on trust between RMITV and RMITV Members cannot be underestimated. Any suspected breaches of the RMITV Member's Code of Conduct or any other situation pertaining to the relationship of trust between RMITV and RMITV Members will be thoroughly investigated. If the matter is potentially criminal in nature, it will be placed in the hands of the police.

Related Policies Include:

SCT Inc. Bullying Policy, RMITV Producer Code of Conduct

¹ SCT Inc. Constitution, Division 2: Disciplinary Action