

SOUTH EAST COMMUNITY ACCESS RADIO Inc. (5GTR-FM)

SEXUAL HARASSMENT & BULLYING POLICY & PROCEDURE

Philosophy

5GTR-FM values all members/volunteers equally and will provide a safe, happy working environment.

Policy

Sexual Harassment and work place bullying, in any form, will not be tolerated. Members found guilty of offending will be suspended or have their membership terminated permanently, at the discretion of the Board of Management. 5GTR-FM will provide information and training for members/volunteers so they fully understand what Sexual Harassment and Bullying involves.

Procedure

- Any member may lodge an official, confidential complaint, preferably in writing, regarding Sexual Harassment or Bullying they've experienced, with the Station Manager or member of the Sexual Harassment/Bullying subcommittee (SHB) at any time.
- The Station Manager will immediately suspend the member charged with Sexual Harassment or Bullying and advise the SHB within 24 hours.
- The SHB will, as soon as possible, interview the member lodging the complaint to confirm the facts surrounding the complaint and inform the member what will happen.
- The SHB, as soon as possible after interviewing the complainant, will interview the member accused for their response to the complaint and hear any other relevant information.
- As soon as possible after the two interviews, the SHB will make an appropriate recommendation regarding the complaint, to the Board of Management.
- Any member found guilty by the SHB will be suspended or have their membership terminated by the Board of Management.
- The SHB will consist of three members, preferably one member of the Executive and two Board members, or a member with a particular knowledge/experience in the field may be seconded to the committee. The SHB will be approved by the Board of Management.