

SYN Media
POLICIES and STANDARDS



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DEFINITION OF TERMS

Preamble to Student Youth Network Inc. Policies and Standards:

SYN

The Student Youth Network Incorporated, trading as SYN Media

SYN Logos

The symbols that are the trademarks of SYN.

Accredited by SYN

Given formal recognition by the SYN Board of Management.

Member of SYN

An Individual or Organisation who has met the requirements for membership and is a financial member of SYN.

Delegate

A duly appointed member of a SYN member organisation.

Board of Management

The Board of Directors of the incorporated association who manages according to the rules under which SYN is incorporated.

Employee

A paid staff member who is employed by SYN. This includes casual staff members.

Confidential

Spoken or written confidence; in secret; Entrusted with secrets or private affairs.

Tertiary Representative

An individual enrolled as a student at a higher educational institution, eg. TAFE, University, etc.

Secondary Representative

An individual employed by, or enrolled as a student, at a secondary educational institution in an educational capacity.

Youth Representative

An individual not involved in any form of formal education.

1.1 AIMS

Updated 20 September 2012

SYN is a media organisation run by a community of young people that provides broadcast and training opportunities for young Australians.

Our values:

- **Access:** SYN provides open access for all young people to participate in its community.
- **Independence:** SYN produces content free from commercial and other external pressures.
- **Participation:** SYN supports young people to take charge of media creation, training and governance.
- **Diversity:** SYN actively encourages a range of youth perspectives, cultures and ideas.
- **Innovation:** SYN celebrates quality, and supports creativity and flexibility in its programming and operations.

1.2 ETHICS POLICY

Attachment 1 SYN CODE OF ETHICS & CONFIDENTIALITY AGREEMENT

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for the ethical conduct of paid staff, volunteers and Board of Management.

Objectives

The objectives of this policy statement are to:

1. Outline what SYN expects from its paid staff, volunteers and the Board of Management
2. Ensure paid staff, volunteers and the Board of Management understand what constitutes ethical behaviour
3. Encourage an environment that complies with SYN's aims and philosophies, and the law

Policy Statement

1. Paid staff, volunteers and the Board of Management of SYN are committed to upholding its service philosophy and principles. We also recognise and work within the stated aims and objectives of SYN.
2. Furthermore, where any stated aims, policies or practices of SYN are believed to contradict SYN philosophy or legislation (e.g. the Equal Opportunity Act), we will bring about change. Personal values that are contrary to any of the above will not be practiced at SYN.
3. SYN recognises that the private conduct of everyone working at SYN in any capacity is a personal matter, as with anyone else, except when such conduct compromises their responsibilities to the organisation.
4. Paid staff, volunteers and the Board of Management will not exploit their relationships with SYN members and stakeholders for personal advantage or gain.
5. Home telephone numbers, addresses or email addresses are not to be given out without the prior written permission of the individual concerned.
6. Where SYN members seek to express their appreciation through gifts, it is important to be aware of the risk that this may change the relationship between the people concerned. Cash may not be accepted by individuals but may be accepted as a donation to SYN.

7. All paid staff, volunteers and the Board of Management are thus required to sign the SYN *Code of Ethics* that sets out in greater detail many of the issues alluded to above.

Related policies include:

Working Environment; Confidentiality; Sexual Harassment; Equal Opportunity, Impartiality and Objectivity; Workers' Rights and Responsibilities.

Attachment 1: SYN CODE OF ETHICS

(Attachment to 1.2 Ethics Policy)

The full SYN Code of Ethics must be signed by:

All members of the Board of Management, paid staff and volunteers involved with SYN. A copy of the SYN Code of Ethics is attached.

CODE OF ETHICS AND CONFIDENTIALITY AGREEMENT

All members of the Board of Management, paid workers and volunteers involved with SYN have the following responsibilities and obligations:

1. To demonstrate their commitment to the philosophy and aims of SYN;
2. To be accountable to the SYN membership - as well as to the wider community, taxpayers, and any funding bodies - for their work with SYN;
3. To act as enablers (not rescuers) and to draw on their own personal qualities and life experiences;
4. To respect and uphold the rights (in particular, the confidentiality) of SYN members as well as their own colleagues;
5. To advocate for SYN as well as their own organisations when necessary with other individuals, agencies and organisations in a manner consistent with SYN policy and practice.

Collectively, the above responsibilities and obligations embody the Code of Ethics that underpins the service provision of SYN.

As a committee member / paid worker / volunteer (*delete where inapplicable*) with SYN, I agree to abide by the above Code of Ethics.

I further agree that all information of a personal or confidential nature which may come to my attention during my work with SYN will only be discussed with or disclosed to appropriate colleagues/ members SYN or members of affiliates or professions as determined by SYN's written policies and associated membership/practice guidelines - within the confines of official meetings, professional supervision or training sessions (unless it affects the immediate safety of an individual, or should a court of law order any of it to be disclosed); and that, in addition, all such information will remain confidential following subsequent termination of my work in any capacity with SYN.

Signature: Date:

Full Name:

Address:

..... P/Code

1.3 CONFIDENTIALITY POLICY

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for providing for confidentiality and privacy. All staff, volunteers and the Board of Management will, at all times, strictly observe the Confidentiality Policy of the Student Youth Network Inc.

Objectives

The objectives of this policy statement are to:

1. Ensure all paid staff, volunteers and the Board of Management understand their responsibilities to ensure confidentiality
2. Promote an environment where confidentiality and privacy laws are complied with at all times

Policy Statement

1. Confidentiality exists when private matters are revealed in complete trust. To keep that trust, members of SYN will provide a confidential service.
2. All staff, volunteers and the Board of Management will respect the confidentiality of any information obtained in the course of their work at and on behalf of SYN. They and others have a right to be informed about legal and professional obligations regarding confidentiality, and the ways in which these obligations are to be met.
3. All personal and identifying information (whether verbal or written) about SYN members, customers and colleagues will be regarded as confidential, and will not be provided to anyone without the prior written consent of the individual concerned. Staff, volunteers and the Board of Management will avoid intruding on or being insensitive to people when collecting information necessary to SYN operations and services. Additional details (e.g. tax file number, HIV status) are only to be recorded if the person's privacy is fully protected by ensuring that this will only be accessible to anyone who has a genuine need to access such information.
4. SYN members will be made aware that they have control over the information they provide and what details they are prepared to have recorded on file. They will be informed about the nature of any information recorded, and who has access to it and why (e.g. co-workers, funding bodies). SYN will allow them access to these records if requested; however, care must be taken to protect the confidences of any others that may be contained also in these records.
5. SYN members should also be informed about the limits of confidentiality in any given situation since most workers are not exempt from giving evidence in court on the grounds of confidentiality as are religious clerics and psychiatrists, for example.

This also applies to any written material held by SYN that can be subpoenaed by certain authorities.

6. Staff, volunteers and the Board of Management will only access SYN records if they need to do so in order to carry out their work. Reading a file out of curiosity or because they know the SYN member personally is a breach of confidentiality, and carries with it the prospect of disciplinary proceedings.

Ordinary procedures

7. All SYN staff, volunteers and the Board of Management will adhere to the following guidelines:

- i. Let people know during phone or in-person contact what you are recording, where and why, and who else may see it
- ii. Devise a publicly available list of what type of information is kept related to SYN members, for what purpose, who has access to it, and how the former may gain access to it if necessary
- iii. When doing publicity, such as public speaking or lobbying, avoid using personally identifying information about people (instead use non-identifying statistics, for example)
- iv. Do not divulge telephone numbers, addresses or personal email addresses of paid staff, volunteers, the Board of Management or SYN members to anyone else unless prior written consent has been obtained from the individual concerned
- v. When recording information as notes or in files, avoid opinions about individuals or their issues (keep information factual rather than interpretative)
- vi. Keep all confidential files and personal information in lockable cabinets or drawers, filing them preferably by number or code rather than directly by name
- vii. A member's individual file should be accessible to that particular member and management only
- viii. Should approaches be made by non-member agencies or departments for information about a member, they should be advised on the SYN policy of confidentiality where information cannot be given without a members permission,

Exceptional circumstances procedures

8. It is extremely rare for there to be any justification for a breach of confidentiality. What appears, at the time, to be a reason for a breach of the policy may prove to be unnecessary. On further examination, alternative action may be more appropriate.

9. If a staff member, volunteer or a Board of Management member has any doubt about the maintenance of confidentiality in any situation, the following procedures should be followed:

- i. A staff member, volunteer or a Board of Management member who is faced with a situation where there appears to be a conflict between the duty of a responsible citizen and the need to preserve confidentiality, must first consult the General Manager or some other person nominated within the organisation.
- ii. If a decision is made to breach confidentiality the SYN President must be contacted.
- iii. If time constraints make contact with the SYN President impossible, and staff decides that action is imperative, any breach of confidentiality must be reported to the SYN President as soon as possible thereafter.
- iv. All enquiries to SYN about possible breaches of confidentiality must go direct to the General Manager or the President. If present, the General Manager or President will give priority to answering such enquiries; if absent, the enquiry will be referred to a member of the SYN Board who will act instead.
- v. The importance of consultation with SYN cannot be over emphasised.

Related policies include:

Equal Opportunity; Health and Safety; Equal Opportunity, Impartiality and Objectivity; Workers' Rights and Responsibilities.

1.4 EQUAL OPPORTUNITY, IMPARTIALITY AND OBJECTIVITY POLICY

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines to comply with the principles of equal opportunity, access and equity.

Objectives

The objectives of this policy statement are to:

1. Ensure that SYN operates within a framework that is fair, equal and accessible to all people
2. Make SYN an organisation free of discrimination
3. Ensure that paid staff, volunteers and the Board of Management comply with the principles of access and equity.
4. Ensure SYN continues to prioritise access and participation for those under the age of 26.

Policy Statement

1. SYN has a commitment to the principles of equal opportunity. We believe that equitable service delivery, employment policies and practices are essential to the philosophy and aims of this association.
2. More broadly, we believe that people have the right to participate fully in the organisation without being subjected to discrimination, stigmatisation or prejudice.
3. Given the discrimination against young people in other media organisations, SYN is committed to prioritising service delivery and employment to those under the age of 26.
4. Paid staff, volunteers and the Board of Management will take responsibility for behaving in fair and non-discriminatory ways. All discriminatory behaviour is undesirable, may be unlawful, and will not be tolerated by SYN.
5. The service provided by paid staff, volunteers and the Board of Management of SYN is impartial. It is open to everybody, and advice and help will be given on any subject without any preconceived attitude.
6. The provision of an impartial and objective service requires that paid staff, volunteers and the Board of Management must recognise their own prejudices and take action to control their feelings and opinions when dealing with a particular enquirer. Regardless of conscientious reservations or one's own feelings or beliefs,

paid staff, volunteers and the Board of Management must be willing to deal objectively with all enquirers.

7. The image of the SYN must reflect the impartial nature of the service but also its youth focus. SYN must be seen to be accessible to all young people.

8. All individuals have unique value - irrespective of age, ethnicity, gender, beliefs, social status and economic contribution to society - because they are human beings. To ensure that everyone in our community is willing and able to make use of our services, we recognise the following rights of people:

- i. The right to use the services offered by this association, regardless of an individual's ethnicity, cultural beliefs and background, gender, sexuality, HIV status, social status or ability.
- ii. The right to have accurate, current written and verbal information about SYN and its products and services.

Related policies include:

Ethics; Health and Safety; Confidentiality; Workers' Rights and Responsibilities.

1.5 ACCOUNTABILITY POLICY

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for SYN's approach to accountability as an organisation.

Objectives

The objectives of this policy statement are to:

1. Ensure that SYN, as an organisation, is run as professionally and accountably as possible
2. Promote an environment where staff, volunteers and the Board of Management understand their responsibilities in maintaining an accountable organisation
3. Ensure that SYN always remains accountable to necessary bodies

Policy Statement

1. SYN, its paid staff, volunteers and the Board of Management, will be accountable to SYN members, its funding bodies, and to the wider community for all of its operations, activities and programs.
2. SYN will ensure that adequate written information exists, detailing lines of internal and external accountability for everyone involved in SYN operations, activities and programs.
3. Regular written reports from workers and sub-committees/working groups will be prepared and circulated to the Board of Management
4. Copies of each Annual Report, including audited financial statements, should be readily available to funding bodies, SYN members, and members of the community as well as to paid staff, volunteers and the Board of Management.

Related policies include:

Workers' Rights and Responsibilities; Committees; Financial Management.

1.6 STRATEGIC PARTNERSHIPS POLICY

Purpose/Rationale

This policy is intended to provide clear guidelines for SYN's formation of strategic partnerships with organisations or individuals.

Objectives

The objectives of this policy statement are to:

1. Ensure any strategic partnership is appropriate to the aims and objectives of SYN
2. Ensure SYN pursues and considers strategic partnerships which improve or enhance SYN services, skills and reputation
3. Promote consistency in decision making with regard to the formation and administration of strategic partnerships.

Policy Statement

1. SYN is committed to enhancing the information and resources available to members through the establishment and nurturing of strategic networks and partnerships. There must be clear understanding of, and agreement to, the nature and scope of appropriate strategic partnerships.
2. SYN will actively seek strategic partnerships that promote youth participation in the media, and further the aims of the organisation. Potential strategic partners should:
 - i. Support the vision, mission and purposes of the organisation;
 - ii. Have a demonstrated commitment to working with young people in an inclusive manner;
 - iii. Have strong community links;
 - iv. Provide a networking gateway for SYN members through existing or future projects;
 - v. Enhance the opportunities of SYN and its members.
3. All things being equal, priority will be given to partnerships with SYN members, over non-members.

Related policies include:

Aims; Accountability.

2.1 MEMBERSHIP POLICY

Purpose/Rationale

This policy is intended to provide SYN with clear guidelines for the selection criteria, application process and requirements for new members, including individuals, corporate members, independent members and non-profit organisations.

Objectives

The objectives of this policy statement are to:

1. Outline the application process for all members
2. Provide a schedule of fees for each type of membership
3. Provide membership criteria for all new applicants

Policy Statement

1. The constitution of SYN provides a clear framework for policy and procedures relating to memberships.
2. Applications for membership of SYN shall be open to individuals and organisations that:
 - i. Support the vision, mission and purposes of the organisation;
 - ii. Agree to abide by the rules of the organisation;
 - iii. Have a demonstrated commitment to facilitating access and use of community media resources for young people;
 - iv. Pay the required joining or membership fee as set by SYN Board of Management.
3. The SYN Board of Management has the right to waive or reduce fees in special circumstances.
4. The application process for all prospective members is as follows:
 - i. Applicants shall complete and lodge the appropriate membership application form;
 - ii. A member of staff shall process the membership application form unless the member of staff suspects that the prospective SYN member does not meet the membership requirements referred to above at 2.1(2),
 - iii. If the above circumstances detailed in 2.1(4)(ii) arise, the member of staff shall refer the application to the General Manager to decide whether membership should be approved,
 - iv. The General Manager may refer such decision to the Board of Management,
 - v. The Board of Management shall make such decision on its merits and may take into account any matters it reasonably believes as relevant;
 - vi. When consensus on application cannot be achieved, approval will be signalled by a majority vote of the Board of Management;

- vii. Where membership is not approved by the General Manager or the Board of Management, as the case may be, any payment made shall be returned to the applicant with reasons given for the decision ,
- viii. The Board of Management may revoke an approval of membership if satisfied that the membership requirements referred to at 2.1(4)(ii) where not established at the time of the member's application.

Related policies include:

Equal Opportunity, Impartiality & Objectivity; Ethics; Strategic Partnerships.

2.2 COMMITTEES POLICY

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for the operation of SYN committees, and the formation of new committees.

Objectives

The objectives of this policy statement are to:

1. Formalise the SYN committees which are sub-committees of the Board of Management
2. Ensure that members of the SYN Board of Management and sub-committees understand the committee process
2. Outline a clear process for the Board of Management to follow when creating new committees

Policy Statement

1. SYN committees exist as sub-committees of the Board of Management. SYN Committees are formed around specific issues and events, and report and make recommendations to the SYN Board of Management.
2. It is recommended that SYN committees should meet at least 4 times in each year.
3. Written notice of each committee meeting should be given to each member of the committee at least 4 business days before the date of the meeting.
4. Standing orders for SYN committees shall be consistent with the standing orders for the SYN Board of Management, outlined in the SYN Constitution
5. The SYN Board of Management may, at any time, resolve to create new formal SYN committees. The resolution must state the purpose, chair and members of the committee, and shall be added to this policy
6. The SYN Board of Management may, at any time, resolve to create ad-hoc committees or working groups, that are intended to be short-term, to deal with specific issues. These committees or working groups do not need to be formalised in this policy

Related policies include:

Accountability; Strategic Partnerships.

2.3 ELECTORAL POLICY

Updated 26 August 2015

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for the proper running of Board of Management elections and the conduct of the Returning Officers and candidates.

Objectives

The objectives of this policy statement are to:

1. Outline the rules governing Board of Management elections
2. Ensure candidates are aware of the electoral regulations they are bound by
3. Ensure voting members understand the electoral process
4. Ensure nominees understand the role and obligations of Board membership

Policy Statement

1. SYN Annual Board of Management elections will be conducted at the Annual General Meeting (AGM);
2. The Returning Officer, as appointed by the Board, will conduct and administer the electoral process. The Returning Officer must forfeit the right to vote;
3. All SYN members must be given written notice of the AGM at least four weeks in advance;
4. The Electoral Policy must be publicised, where appropriate, prior to the AGM.

Announcement of AGM and call for Nominees

5. In accordance with s 31 of the SYN Rules notice must be given to members
“(a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
(b) at least 14 days' notice of a general meeting in any other case.”

Where practically possible, the Board will give written notice of the AGM at least four weeks prior to the AGM:

6. Where practically possible, the Board will make available at least four weeks prior to the AGM:
 - i. Information about the role and commitment of SYN Board Members;
 - ii. The SYN Rules; and
 - iii. The SYN Electoral Policy.

Nominations

SYN Media (Student Youth Network Inc) – Policies and Standards Documents

post: PO Box 12013 A'Beckett Street Melbourne 8006, Vic., Australia

street: 16 Cardigan St Carlton 3053, Vic., Australia

phone: +61 3 9925 4747 fax: +61 3 9925 4746 web: syn.org.au

7. Nominations must be forwarded and seconded by two SYN members. Nominations must be submitted by 6pm, one week prior to the election;
8. Candidates nominating for the Board must be a current SYN member. Nominators must be current SYN Voting Members as defined in the Constitution.
9. Candidates nominating for President or Vice-President will automatically be nominated for Ordinary Member unless otherwise requested;
10. Candidates nominating for the Board who utilise the SYN membership database for campaigning purposes forfeit the right to nominate.
11. Candidates nominating for the Board who utilise SYN's broadcast or online channels, including social media pages, for campaigning purposes forfeit the right to nominate.

Electoral Procedure

12. The Returning Officer will conduct the electoral procedure at the AGM;
13. Presidential candidates will be given the opportunity to speak for no more than 4 minutes. Vice-Presidential or Ordinary candidates will be given the opportunity to speak for no more than 2 minutes;
14. In the event that a candidate cannot attend the AGM, the candidate may:
 - i. nominate an individual to speak on their behalf at the AGM: written approval from the candidate must be presented to the Returning Officer prior to the AGM;
 - ii. arrange for a pre-recorded presentation (audio or audio visual) not exceeding the appropriate time limit;
15. All other AGM attendees are not permitted to speak in relation to the election or the electoral candidates.

Proxy votes

16. Proxy votes can be allocated (as per proxy form) to anyone attending the AGM, with the following guidelines:
 - iv. Proxy votes must be submitted to either the Secretary or the Returning Officer 24 hours prior to the AGM;
 - v. No more than 3 proxy votes can be allocated to any one person.

Voting

17. Voting is limited to current SYN members who have been a member for six months or more, with the following guidelines:

- i. Out-of-date SYN memberships must be renewed at least 24 hours prior to the AGM; All SYN members have the opportunity to confirm their voting status as per SYN membership database;
- ii. The SYN membership database must be amended and updated prior to the AGM;
- iii. All votes must be signed off by the Returning Officer are per SYN membership database.

18. There will be one ballot paper for Presidential candidates, one for Vice-Presidential candidates and one ballot paper for Ordinary Candidates. Candidates will be listed in surname alphabetical order;

19. Voting shall be preferential and exhaustive (the option, but not the requirement, to preference as many or as few candidates as you wish);

20. Presidential candidates must be under the age of 26 at the time of election;

21. The six Ordinary Members will be determined by Proportional Representation with affirmative action to ensure that the Board consists of:

- i. Four members aged under 26 at the time of election
- ii. One student enrolled at RMIT University at the time of election

22. The remaining Office Bearing Positions of Secretary and Treasurer will be allocated among the Ordinary Members as determined by the Board of Management.

23. On-going paid staff members of SYN will not be entitled to vote at the AGM for the Board of Management elections.

Related policies include:

Accountability; Equal Opportunity, Impartiality and Objectivity; Committees.

2.4 FINANCIAL MANAGEMENT POLICY

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines to SYN's approach to financial management, budgets and other financial issues.

Objectives

The objectives of this policy statement are to:

1. Outline guidelines for the responsible, accountable and transparent financial management of SYN
2. Ensure Board of Management members understand their responsibility and obligations in the area of financial management
2. Ensure SYN staff and the Board of Management understand their responsibility and obligations in the area of financial management

Policy Statement

1. The SYN Board of Management will monitor the financial progress of SYN.
2. The Treasurer, in consultation with the General Manager, shall undertake the following budget duties:
 - i. co-ordinate the creation of each financial years' SYN budget.
 - ii. develop the budget document based on budget submissions from staff, volunteers and Board of Management members.
 - iii. Present the budget document to the Board of Management for approval prior to the commencement of the new financial year.
3. The Treasurer, in consultation with the General Manager and President, will present monthly financial reports to the Board of Management.
4. SYN accounts will be audited annually by independent auditors. The audited reports will be available to all SYN staff, the Board of Management, volunteers, members, partners, associates, affiliated bodies and the public. The audited reports will be distributed at the Annual General Meeting.

Related policies include:

Accountability; Purchasing.

2.5 STAFF VACANCIES POLICY

Updated 20 September 2012

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for the recruitment and selection of SYN staff.

Objectives

The objectives of this policy statement are to:

1. Ensure SYN practices a fair and equitable process of recruitment and selection of staff, which is based on merit
2. Ensure SYN's process of recruitment and selection conforms to Equal Employment Opportunity principles, subject to any exemption obtained through application to VCAT, as well as requirements provided under the Working with Children Act 2005 (VIC).
3. Enable SYN to seek the best possible person to fill any staff vacancy

Policy Statement

1. SYN shall employ paid staff that have the appropriate qualification(s) and/or relevant experience.
2. SYN will ensure that the best available applicant, as assessed against the selection criteria, will be recommended for employment on merit. Merit is defined as the extent to which each applicant has:
 - i. The skills, knowledge, experience, past performance and other personal qualities relevant to the job.
 - ii. Demonstrated good conduct appropriate to community sector employment.
 - iii. Potential for further development with the organisation.
3. The organisation has a commitment to maximise career path opportunities for existing staff.
4. All applicants will be given equal employment opportunity, save that preference shall be given to candidates under the age of 26 where all other criteria are equal.

Recruitment and Selection Process

Stage	Heading	Description of what happens
1	Advertising	All vacancies shall be advertised internally and across the SYN network. Where appropriate, vacancies may be advertised more broadly. Advertising must include reference to the exemption

		<p>from the Victorian Civic and Administrative Tribunal to allow discrimination on the basis of age. The advertising may read as follows:</p> <p> SYN has an exemption from the Victorian Civic and Administrative Tribunal to allow discrimination on the basis of age (exemption no. A98/2012). SYN has a preference for candidates under 26 years of age. (NB. Candidates over 26 are still encouraged to apply.)</p>
2	Information for applicants	<p>Applicants should be sent:</p> <ul style="list-style-type: none"> ·1 a position description ·2 background information about SYN ·3 any additional information deemed relevant to the vacant position
3	Interview/ Selection Panel	<p>For the recruitment of positions the interview selection panel may consist of the General Manager or relevant Supervisor, representatives of the Board of Management, other staff members of the organisation or other persons with specific knowledge relating to the position advertised</p>
4	Short-listing	<ul style="list-style-type: none"> ·1 Each applicant should be assessed against qualification requirements and relevant experience ·2 a brief record should be made of the qualifications and experience of applicants and the reasons for not shortlisting applicants for interview
5	Equal Opportunity	<p>Selection Panel members must be aware of the Association's Equal Opportunity Policy and relevant legislation</p>
6	Interview	<ul style="list-style-type: none"> ·1 Applicants will be interviewed against key selection criteria developed by the selection panel. ·2 All interviews should have a similar structure with each applicant being given the opportunity to respond to similar lines of questioning. This does not preclude flexibility in pursuing individual leads or exploring particular areas of interest. ·3 Questions must be related to the selection criteria and duties of the vacant position. ·4 Questions of a personal or discriminatory nature must not be raised.
7	Choosing the successful	<p>The successful applicant shall be chosen by:</p> <ul style="list-style-type: none"> ·1 best fitting the key selection criteria

	applicant	·2 by consensus of the Selection Panel
8	Pre-employment checks	The Selection Panel must conduct pre-employment checks on the chosen applicant. Pre-employment checks include: ·1 proof of identity ·2 proof of qualifications ·3 proof of eligibility for employment in Australia ·4 references ·5 work history ·6 some vacancies may require a police check ·7 working with children check
9	Notifying unsuccessful applicants	Unsuccessful applicants should be notified in writing as soon as possible, with the possibility of verbal feedback for those interviewed.

5. Applicants can only be appointed to a position when all the pre-employment checks have been undertaken. The purpose of Pre-employment checks is to verify the identity and credentials, including any formal education qualifications of an applicant, and to determine the applicant's suitability for the duties of the position. This is due to SYN's duty of care to its members and service users.

Type of check	Action required
Proof of identity	Pre-employment/pre-engagement checks must include the sighting of original documentary evidence such as driver's licence, current passport, birth certificate, marriage licence. At least two documents of identity must be sighted and particulars such as the spelling of surnames or date of birth are to be cross-checked.
Qualifications	No applicant is to be selected for a position without first sighting original documentation their qualifications. <u>Overseas qualifications</u> In the case of overseas qualifications, it may be necessary to check qualifications for authenticity by referring to the compendium of overseas qualifications issued by the National Office of Overseas Skills Recognition (NOOSR).
References	No applicant is to be selected for a position without referee checks being undertaken. ·1 Applicants should be advised that referee checks will be undertaken. ·2 It is important to contact referees who are the applicant's

	<p>most recent employer. It is important to check with referees that the applicant has not been dismissed because of misconduct.</p> <ul style="list-style-type: none"> ·3 Where an applicant may be embarrassed or concerned that a referee check is to be undertaken with a current or former employer, it should be explained that such a check is necessary and part of the Association’s policy on recruitment. ·4 If the applicant is adamant that he or she does not want a referee check with a current or former employer, then reasons should be sought. <p><u>Overseas references</u></p> <ul style="list-style-type: none"> ·5 Where an applicant has written testimonial from overseas, these referees should be contacted by telephone.
Work History	<ul style="list-style-type: none"> ·6 It is important to check that a person’s job application discloses a complete work history. This is to ensure that the applicant has not been dismissed from a position because of any misconduct. ·7 If there are any gaps in the work history or there is any concern the applicant has not disclosed a prior job, then this must be investigated and discussed with the applicant.
Police Checks	<p>Given that some employment positions within the association may involve contact with vulnerable young people it may be necessary for the applicant to seek provide a Police Check obtained at their own expense. This is determined on a case by case basis by the Board of Management. Any information provided is covered by the association’s Confidentiality Policy.</p>
Working with Children Checks	<p>Legislation requires persons to obtain working with children checks in order to engage in child-related work. Employment with SYN Media may be considered child-related work as it may involve regular direct contact with children (that is, persons under 18 years of age) in relation to activities in circumstances where that contact is not directly supervised by another person. This requirement exists to ensure the protection of children involved in SYN activities from sexual or physical harm.</p>

6. It is the policy of SYN to provide equal employment opportunity for all individuals regardless of:

- i. Race
- ii. Colour
- iii. Ethnicity

- iv. National origin
- v. Beliefs
- vi. Union activity
- vii. Marital status
- viii. Sexual preference
- ix. Gender
- x. Disability
- xi. Other characteristics protected by law

SYN has an exemption from the Victorian Civic and Administrative Tribunal to allow discrimination on the basis of age (exemption no. A98/2012). SYN has a preference for candidates under 26 years of age.

7. This policy applies to all the Association's operations and locations.

Related policies include:

Workers Rights and Responsibilities; Working Environment.

2.6 EMPLOYEE REVIEW POLICY

Purpose/ Rationale

To establish a formal process for discussing and documenting both achievements and challenges facing SYN employees paid staff.

Objectives

1. To recognise each paid staff member as an individual;
2. To assist each individual in their development;
3. To maintain a climate of mutual understanding and support for the goals of SYN and the individual;
4. To increase productivity and efficiency;
5. To provide an opportunity for an individual to receive and respond to feedback on work performance and for the General Manager to provide feedback to the Board of Management.

Policy Statement

1. The General Manager shall conduct reviews of the performance of all long term paid staff (whether part time or full time) every six months.
2. The review process is intended to ensure that employment issues are communicated clearly, dealt with efficiently and transparently and that any challenges that may arise are addressed in an effective and fair manner to ensure that both SYN and its paid staff are working to their full potential.
3. Self-assessment notes, to be completed by each paid staff member prior to the formal review, shall be provided to the staff member one week prior to the formal review taking place. They should be completed and returned to the General Manager as directed.
4. Paid staff members should be given sufficient notice of who shall be in attendance at the review meeting and what form the review meeting will take.
5. The General Manager will provide each employee with a written report after each review is conducted and the results of each review kept on file for future reference.
6. The General Manager's performance is assessed according to the process outlined above in clauses 2.7(1)-2.7(5), save for the requirement that assessment is undertaken by the Board of Management.

Related policies include:

Workers Rights and Responsibilities; Working Environment; Grievance; Dispute Resolution; Duty of Care

2.7 BOARD TRANSPARENCY POLICY

Updated 20 September 2012

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for SYN's approach to the open and transparent running of the SYN Board of Management.

Objectives

The objectives of this policy statement are to:

1. Ensure the SYN Board of Management runs in a manner that is open, transparent and accountable
2. Promote good communication between the SYN Board of Management and SYN paid staff, volunteers and members
3. Complement the SYN Board standing orders as contained in the SYN Constitution

Policy Statement

1. SYN members shall be informed in writing, whether electronically or otherwise, of possible avenues to pursue in order to have SYN issues addressed at Board-Level,
2. SYN members shall be entitled to attend the Annual General Meeting,
3. A summation of the minutes will be distributed to all members via email within seven working days.
4. SYN members may attend any SYN Board meeting on request. However a Board member may move that a member or group of members absent themselves from all or part of the discussion.

Related policies include:

Accountability; Committees; Workers Rights and Responsibilities.

2.8 BOARD CODE OF CONDUCT POLICY

Updated 30 September 2015

Purpose/Rational

This code is designed to facilitate the healthy functioning of the SYN Board by providing a guideline of expected and acceptable conduct by committee members.

Objectives

The Objectives of this policy statement are

1. To clarify how board members are to act within SYN.
2. To ensure a clear line of accountability between SYN's staff and board.
3. To minimise conflicts of interest when they might arise.

Policy Statement

1. Definitions

- i. *Contractor Role*: A position in which a person is employed by SYN for a specific, project-based task or short-term period which is not referable to the regular duties of SYN's permanent or staff.
- ii. *Staff Role*: Any person employed by SYN on a part-time or full time basis.
- iii. *Ongoing Volunteer Department Manager*: A position held by a volunteer for a significant period of time, generally one year, which oversees other volunteers and provides significant direction on key elements of the organisation. SYN's volunteer-driven departments are Radio, TV and Screen, Music, Talks and Online.
- iv. *Replacement Staff Role*: A position in which a person is employed by SYN as a temporary replacement for someone in an ongoing staff role in the case of absence or in periods where the position is temporarily vacant.

General Rules

1. Board Members must follow all of SYN's rules, governance documents, policies and procedures.
2. All SYN Board Members must hold a valid Working with Children's Check for the entirety of their appointment to the Board.

Board Independence

3. Board Members may apply for any staff roles or Volunteer Department Manager roles within SYN, subject to the following:
 - i. If a board member wishes to apply for any ongoing staff or volunteer department manager role, they must inform the President of the

- Board (or in their absence, the Vice President) and register a conflict of interest at any board meeting held during the application period.
- a. The President will consider potential conflicts of interest and may recommend a leave of absence from board duties until the application process is complete.
 - b. This rule includes but is not confined to an application for the position of General Manager.
- ii. Should a board member be appointed to a staff or volunteer department role, they must tender their resignation from the board as soon as reasonably practicable.
4. Board Members may apply to all volunteer positions not included in Definitions as listed in section 1 of this policy.
 5. Despite Rule 3 Board Members may apply for replacement staff or paid contractor roles within SYN, subject to the following conditions:
 - i. The appointment of a board member to a replacement staff or paid contract role must receive approval from a majority of the board.
 - a. This does not include an application to the position of stand-in General Manager.
 - ii. If a board member is appointed to a replacement staff role:
 - a. The Board should consider potential conflicts of interest and may recommend a leave of absence from board duties until the work is complete.
 - b. The board member will, for the duration of their employment, be ineligible from participating in either:
 - i. The Performance and Remuneration Committee; or
 - ii. The Finance Committee

Separation of Roles

6. Board members are encouraged, but not required, to register and make known any perceived conflicts of interest as they arise. This includes, but is not limited to:
 - i. Current positions held as a SYN member;
 - ii. Current positions held in other Community, Government or Commercial Media Organisations;
 - iii. Current positions held in one of SYN's partner organisations.

Related Policies Include

Accountability Policy, Committees Policy, Staff Vacancy Policy, Board Transparency Policy

3.1 WORKING ENVIRONMENT POLICY

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for SYN's approach to a safe and accessible working environment.

Objectives

The objectives of this policy statement are to:

1. Promote SYN paid staff, volunteers and Board members to behave in a way that ensures an appropriate working environment
2. Ensure that SYN provides its paid staff and volunteers with an appropriate space to work in

Policy Statement

1. The environment of SYN will be as safe, non-institutional, accessible and as welcoming as possible.
2. SYN will be mindful of creating an environment which is non-threatening. SYN members, paid staff, volunteers, the Board of Management and other service providers using SYN facilities have the right to be free from physical, emotional, and verbal abuse, for example.
3. SYN will be sensitive to the needs and possible behaviours of people in crisis; and will recognise that this requires the provision of professional development and training opportunities for all paid staff, volunteers and the Board of Management in areas of skill such as conflict management and resolution, communication and group dynamics.
4. SYN provides a drug and alcohol free environment; smoking is not permitted within the premises at any time.

Related policies include:

Duty of Care; Health and Safety; Sexual Harassment; Statement of Access and Equity Principles; Workers' Rights and Responsibilities.

3.2 WORKERS' RIGHTS AND RESPONSIBILITIES

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines to SYN's approach to employees' rights and responsibilities.

Objectives

The objectives of this policy statement are to:

1. Ensure that SYN, as an employer, is aware and respectful of the rights of its paid staff
2. Provide SYN staff with information about their rights as SYN employees
3. Provide SYN staff with information about their responsibilities as SYN employees

Policy Statement

1. The Board of Management are committed to recognising and upholding the rights of paid staff, volunteers and other workers at SYN; this includes the right to work in a healthy, safe, secure and supportive environment; the right to professional development, training, supervision and support; the right to be involved in decision-making at SYN; the right to confidentiality; the right to an advocate; the right to be a member of a trade union; and the right to have conflicts resolved and concerns heard.
2. The Board of Management further believes that respect for the rights and needs of paid staff, volunteers and other workers is a necessary ingredient in establishing a 'Rights' culture at SYN.
3. Paid staff, volunteers and other workers are regarded as equal members of SYN and share equal responsibility for adhering to its philosophy, aims, policies and procedures.
4. All staff, volunteers and the Board of Management have a responsibility to promote fair, non-discriminatory behaviour and to actively discourage behaviour that is discriminatory.
5. All workers have a responsibility to respect SYN members, their colleagues and management; they have a right to receive respect in return.
6. It is the responsibility of workers to bring any difficulties affecting the running of SYN to the attention of the General Manager and /or management group (e.g. funding issues, work practices, etc.).
7. The responsibility to be informed about their rights and responsibilities, and how to assert them, is also shared by workers themselves.

Related policies include:

Accountability; Working Environment; Confidentiality; Duty of Care; Equal Opportunity; Ethics; Grievance; Health and Safety; Statement of Access and Equity Principles.

3.3 VOLUNTEERS' RIGHTS & RESPONSIBILITIES

Updated 26 August 2015

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines to SYN's approach to the rights and responsibilities of SYN volunteers.

Objectives

The objectives of this policy statement are to:

1. Ensure that SYN, as an employer, is aware and respectful of the rights of its volunteers
2. Provide SYN volunteers with information about their rights at SYN
3. Provide SYN volunteers with information about their responsibilities

Policy Statement

1. It has been agreed by everyone at SYN that:

Volunteers have the right to:	Volunteers have the responsibility to:
<ol style="list-style-type: none">1. information about the organisation and its policies and procedures2. a position statement/job description, if they hold a leadership position3. know lines of accountability4. know who to turn to if problems arise5. have access to proper training, both initial and on-going6. receive constructive feedback7. be safe on the job8. be covered by appropriate insurance/s9. have choices, be able to negotiate, say "No" and not feel guilty10. be informed of the organisation's policy on expenditure and purchasing11. be reimbursed for out of pocket expenses necessarily incurred while on the job12. be seen as belonging - as part of	<ol style="list-style-type: none">1. be committed to the philosophy and aims of the organisation2. adhere to the organisation's policies and procedures3. respect confidentiality4. respect and uphold the rights of all associated with SYN5. have a non-judgemental approach6. represent the interests of the organisation - not personal interests7. be reliable and punctual, and personally arrange a duty exchange with another volunteer if unavailable for some reason8. carry out their job description, if they hold a leadership position9. give and accept constructive feedback10. be accountable to the management group and accept evaluation11. recognise personal limitations12. acknowledge and accept decisions made by the management group13. attend training and information sessions as part of their skills development

<p>the team</p> <ol style="list-style-type: none"> 13. be supported 14. have their work valued by the organisation 15. not feel they are exploited 16. be taken seriously 17. where possible, be consulted on matters which affect their work, and be able to take part in decision making processes 	<ol style="list-style-type: none"> 14. address areas of conflict with the appropriate person, and follow the organisation's grievance procedures 15. ask for support when it is needed
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With acknowledgement to the Volunteer Centre of Victoria Inc.

Related policies include:

Accountability; Working Environment; Confidentiality; Duty of Care; Equal Opportunity; Ethics; Grievance; Health and Safety; Statement of Access and Equity Principles.

3.4 HEALTH & SAFETY POLICY

Updated 26 August 2015

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for SYN's approach to health and safety.

Objectives

The objectives of this policy statement are to:

1. Ensure that SYN provides its paid staff, volunteers, the Board of Management and members with a safe environment
2. Ensure that SYN paid staff, volunteers and the Board of Management understand their rights and responsibilities in relation to health and safety.

Policy Statement

1. SYN is committed to ensuring that its work and service environments are safe and without risk to health. Everyone associated with SYN has a responsibility for maintaining health and safety, and for minimising the risk of harm.
2. All paid staff and the Board of Management will have access to training in and information about health and safety practices and procedures, and about issues such as stress management. SYN recognises, however, that training and education are not a substitute for having accurate, well-communicated safety procedures that are adhered to by everyone.
3. The Board of Management will ensure that SYN has an adequate OHS Plan that is reviewed at least once every twelve months.
4. SYN's workplace will meet health and safety regulations, and be regularly maintained. SYN premises will be a drug and alcohol free environment; smoking is not permitted within the premises at any time.
5. The Board of Management recognises the right of workers to say "no" when feeling unsafe, and their right to receive support and debriefing from other professionals as required.
6. SYN will ensure that health and safety is of high priority during SYN outside broadcasts.

Related policies include:

Working Environment; Confidentiality; Duty of Care; Sexual Harassment; Statement of Access and Equity Principles; Workers' Rights and Responsibilities.

SYN Media (Student Youth Network Inc) – Policies and Standards Documents

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3.5 DUTY OF CARE POLICY

Purpose/ Rationale

This policy is intended to educate SYN members and staff on their legal duties of care.

NB. This policy is not intended to replace the law. *If there is any doubt legal advice should be sought.*

Objectives

The objectives of this policy statement are to:

1. Ensure that SYN is aware of its duty of care to its paid staff, volunteers, the Board of Management, its members and the public.
2. Ensure that SYN paid staff, volunteers and the Board of Management are aware of their duty of care obligations

Policy Statement

What is a duty of care?

3. A duty of care is part of the law of negligence. Where a person or organisation owes a duty of care it is under a legal obligation **to take reasonable care to ensure that they do not cause another person to suffer harm.**
4. Harm may include physical, mental or economic injury.
5. A person may cause harm by acting or by failing to act.

Who owes a duty of care?

6. There is no settled methodology for establishing duty of care in Australia.
7. The key to determining when a duty of care arises is whether:
 - a. Harm is reasonably foreseeable in the circumstances; and
 - b. Factors such as the relationship between the parties (e.g. trainer/volunteer; host/guest; adult/child) lead to a conclusion that a duty should be owed by one party to another.
8. As a result at SYN it is safe to assume that a duty of care may be owed:
 - c. By SYN (as an incorporated body including Board) to its staff, volunteers and members;
 - d. By staff to other staff or to volunteers;
 - e. By trainers to trainees;

- f. By volunteers to other volunteers.

Standard of care

9. Where a person owes a duty of care they will only become liable if they breach the *standard of care*. That means acting outside of what is expected in that relationship.
10. This standard is based on how the reasonable person in the defendant's position would act, or would have acting, in response to a foreseeable risk of injury to a person to whom they owe a duty.
11. The standard of care is based on the particular circumstances. At SYN the standard will be higher (i.e. **you must be more careful**) where working with, training or supervising people **under the age of 18**.
12. If a person is already in a harmful situation there is no positive duty to rescue them from that harm (that is regarded by the law as unreasonable).

Examples

- a) A member of SYN's management asks a volunteer to hold a ladder while they change a light globe. The light globe slips from the staff member's hand and cuts the volunteer, badly injuring their hand.
 - a. Is a duty of care owed by the staff member to the volunteer: YES
 - b. Have they breached the standard of care?
 - i. Probably Yes. The risk of injury was foreseeable, particularly if the volunteer had no experience or training to be of assistance. The staff member did not take reasonable care.
- b) A trainer asks a student to run from the Studios to the House to collect a bag with their computer in it. The student says they don't think they're able because they have a bad back. The trainer says she can't leave the other students alone in the studio so the student must go. The student follows the instruction and injures her back while carrying the bag back to the studio.
 - a. Is a duty of care owed by the Trainer to the student? **Yes**.
 - b. Have they breached the standard of care?
 - i. Most likely. The injury was reasonably foreseeable given the notice given by the student about their bad back.
 - ii. Also the standard may be higher and therefore more likely to be breached because the trainer is teaching the other and has a degree of control.
 - iii. If the student is under the age of 18 it is even more likely that the request will be unreasonable and in breach of their duty of care.

- c) A volunteer tells a staff member that they have seen a crack in a step on the stairs. Nothing is done. Another staff member is later injured when the step collapses.
- a. Is a duty owed by the staff member towards the other staff: YES
 - b. Was the standard breached:
 - i. Probably Yes. If there was a reasonably simple way of recording the incident and making the area safe it would not have been breached.
- d) A member of the public walking outside of the House of SYN has a heart attack. Three SYN volunteers are running late for their show and run to the studios and do not see the person.
- a. Is a duty of care owed by the volunteers to the member of the public?
No.
 - b. If there is no duty owed, there is no standard they could breach. As per 8, it is safer to assume a duty is owed between all member within SYN **Though of course had they seen him they should call 000!!*

Under examples (a) – (c) it is also likely that SYN as an organisation owes a duty to these people. Whether that has been breached will depend on the policies and the actual responses of the organisation towards respond to risk.

Related policies include:

Health and Safety; Workers' Rights and Responsibilities.

3.6 BULLYING POLICY

Updated 24 October 2012

Purpose/ Rationale

This policy defines bullying behaviour and provides guidelines to follow where such behaviour occurs in connection with SYN related activities.

Objectives

The objectives of this policy statement are to:

1. Ensure that SYN is an environment free of bullying
2. Ensure that SYN paid staff, volunteers, and the Board of Management are aware of their responsibilities in ensuring SYN is an environment free of bullying

Policy Statement

1. SYN is committed to creating and maintaining a safe, positive environment free from bullying behaviour.
2. SYN acknowledges that bullying is very serious, in some cases criminal, and will not be tolerated.

What is bullying?

3. Bullying encompasses a broad spectrum of behaviour. A person may be said to bully another where that person intends to cause physical or mental harm, or arouse apprehension or fear in the other person for their safety or that of another, by engaging in a repetitive course of conduct which can be described as:
 - a) Intimidating
 - b) Threatening
 - c) Manipulative
 - d) Belittling
 - e) Isolating
 - f) Unreasonably persistently critical
 - g) Verbally abusive
 - h) Physically abusive
 - i) Performing abusive or offensive acts in the presence of the person
 - j) Directing abusive or offensive acts toward the person
4. A person does not bully another merely by providing reasonable guidance, supervision, constructive feedback or by offering a difference of opinion.

When will bullying be taken to have occurred at SYN?

5. This policy relates to bullying which occurs:
 - a) Between SYN Members where the behaviour relates primarily to SYN activities or affects a person's involvement in SYN.
 - b) Between SYN Members and SYN Members of Staff and the Board of Management
 - c) Between a SYN Member and another person where the bullying has a significant connection with SYN activities.
6. This policy relates to bullying which occurs:
 - a) At SYN premises, events or places where persons engage in SYN related activities;
 - b) Through the use of social networking sites and other online platforms where the bullying relates to SYN activities or affects a person's involvement at SYN;
 - c) Through the use of other communication devices where the bullying relates to SYN activities or affects a person's involvement at SYN.
7. SYN's General Manager or SYN Members of Staff may, if it is appropriate to do so, direct a complainant to utilise external avenues of assistance where the bullying behaviour has no connection, or has an insignificant connection, to SYN.

What should you do if you feel you are being bullied?

8. SYN members experiencing violence, assault and stalking are encouraged to report the incident to the police as well as SYN.
9. SYN members experiencing bullying behaviour from someone other than a SYN staff member is encouraged to notify a SYN staff member or SYN's General Manager.
10. SYN members experiencing bullying behaviour from a SYN staff member is encouraged to notify SYN's General Manager or the Board of Management.
11. A SYN staff member experiencing bullying behaviour from a relevant person is encouraged to notify the SYN General Manager or the Board of Management.
12. A SYN member of staff or member of the Board of Management who believes a person is being bullied by another relevant person is strongly encouraged to notify the SYN General Manager.
13. Any SYN member who believes a person is being bullied by another relevant person is strongly encouraged to notify a SYN member of staff or the SYN General Manager of this belief.
14. Notification of bullying behaviour may be made informally or otherwise and may be made orally or in writing.
15. Upon receiving notice, a SYN staff member shall refer the complaint to the SYN General Manager.

16. The SYN General Manager will seek to discuss the matter with the complainant at the earliest opportunity. The General Manager will keep a confidential record of the complaint.
17. The complaint and any discussion held in relation to the complaint will remain confidential unless:
 - a) The complainant consents for information to be disclosed;
 - b) The General Manager reasonably believes disclosure is necessary to ensure the safety or prevent harm to the complainant or any other person.
18. Upon receiving a bullying complaint, the SYN General Manager, may, acting proportionately to the circumstances of the complaint:
 - i. Speak with the alleged bully or others involved to obtain further information, provided this does not disclose confidential information of the complainant without the complainant's consent;
 - ii. Provide information, support or advice to the complainant;
 - iii. Formally or informally warn the person subject to the bullying complaint with the consent of the complainant;
 - iv. Require the person subject to the bullying complaint to apologise to the complainant, provided the complainant consents to this course of action;
 - v. Require the person subject to the bullying complaint to attend mediation with a member of the Board of Management or an independent mediator, provided the complainant consents with this course of action;
 - vi. Recommend to the Board of Management that the membership of the person subject to the bullying complaint be cancelled, suspended or restricted;
 - vii. Restrict or suspend participation in SYN activities of the person subject to the bullying complaint;
 - viii. Take any further step the SYN General Manager believes appropriate in the circumstances.
19. The parties will be equally liable for any mediation or other external dispute resolution process utilised.
20. The independent third party presiding over the mediation or other dispute resolution process will be chosen by the parties in agreement. If no such agreement is forthcoming, the appropriate person will be chosen by the SYN General Manager or the Board of Management.
21. The SYN General Manager should seek to meet with the complainant two weeks after the original complaint to discuss the progress of the situation, taking further action as appropriate.

3.7 SEXUAL HARASSMENT POLICY

Updated 30 May 2013

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines on SYN's approach to sexual harassment

Objectives

The objectives of this policy statement are to:

1. Ensure that SYN is an environment free of sexual harassment
2. Ensure that SYN paid staff, volunteers, and the Board of Management are aware of their rights in relation to sexual harassment
3. Ensure that SYN paid staff, volunteers, and the Board of Management are aware of their responsibilities in ensuring SYN is an environment free of sexual harassment

Policy Statement

1. SYN members will not, in any SYN related context, engage in sexual harassment. A SYN-related context may include situations where the relevant persons are:
 - a. present at an event organised by SYN such as the SYN Awards or AGM;
 - b. at SYN studios, the House of SYN, Channel 31 or any other location where an activity coordinated by SYN is taking place;
 - c. in the immediate surrounds of SYN studio, the House of SYN or Channel 31 for the predominant purpose of undertaking SYN volunteer activities;
 - d. undertaking activities supported by SYN for SYN purposes, such as external film or audio production, at a location other than the SYN studios, the House of SYN or Channel 31;
 - e. undertaking SYN education and training programs at a location other than the SYN studios, the House of SYN or Channel 31.
2. SYN considers sexual harassment to be an unacceptable form of behaviour that will not be tolerated. We believe that all people have the right to an environment that is free of sexual harassment.
3. Sexual harassment is illegal under the Victorian Equal Opportunity Act 2010 and the Commonwealth Sex Discrimination Act (1984).
4. Section 28A of the Sex Discrimination Act 1984 and Section 92 of the Equal Opportunity Act 2010 provides the meaning of sexual harassment. Pursuant to these sections, 'a person sexually harasses another person (the *person harassed*) if:

- a. the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or
- b. engages in 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 harassed would be offended, humiliated or intimidated.’

5. Examples of sexual harassment may include:
 - i. Persistent unwelcome demands (including repeated unwelcome requests to date), or even subtle pressures for sexual favours,
 - ii. Jokes or comments of a suggestive nature,
 - iii. Staring, leering, patting, pinching, touching, or unnecessary familiarity,
 - iv. Unwelcome advances made through social networking sites,
 - v. Sending of text messages, emails or the making of telephone calls of a sexually explicit nature,
 - vi. Distribution or display of material that is offensive to another,
 - vii. Sexual assault (also a criminal offence), and
 - viii. Indirect sexual harassment, such as a volunteer overhearing lewd remarks, or pornography being viewed on a computer.
6. All reports of sexual harassment will be taken seriously, treated with empathy, and investigated to an appropriate extent.
7. Disciplinary action may be taken in relation to a breach of this policy.
8. SYN paid staff, board members and volunteers will be respectful of underage people involved in SYN, and will be aware of inappropriate relationships between adults and underage people.

Related policies include:

Working Environment; Confidentiality; Duty of Care; Equal Opportunity; Ethics; Health and Safety; Statement of Access and Equity Principles; Workers’ Rights and Responsibilities.

3.8 DISPUTE RESOLUTION POLICY

Purpose/Rationale

This document is intended to provide SYN with clear guidelines for the prevention and resolution of disputes between the association and members, among members and with external parties, with particular reference to paid staff, subcontractors, strategic partners and funding bodies.

Objectives

1. Encourage a preventative approach to dispute resolution that will address potential dispute issues with the highest level of urgency
2. Introduce and maintain processes and methods that will prevent the development of disputes
3. Provide processes that will ensure quick and effective resolution of disputes between SYN and members, among members and with external parties, including staff, subcontractors, strategic partners and funding bodies;
4. Prevent ongoing and/or recurring disputes and
5. Encourage the highest level of professionalism when dealing with areas of dispute

Policy Statement

1. SYN considers the following issues to be potential dispute areas:
 - i. Breach of contract or failure to deliver on any aspect/s of an agreement;
 - ii. Conflicts of interest arising from involvement/relations with similar or competing organisations;
 - iii. Placing at risk the professional reputation of the organisation or its members;
 - iv. Any other matter deemed as inappropriate or unacceptable for the professional good of the organisation.
2. When addressing any dispute between SYN and members, among members and with external parties, including subcontractors, strategic partners and funding bodies, the following process shall occur:
 - i. Should a dispute arise, or should a potential dispute be detected, the complainant must tell the respondent in writing: The nature of the dispute; what outcome the complainant wants; and what action the complainant thinks will settle the dispute.
 - ii. The parties to the dispute must meet and discuss the matter in dispute, and if possible, resolve the matter within 14 days after the dispute has come to the attention of all parties;
 - iii. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must hold a meeting in the presence of an independent mediator within 10 days.
 - iv. The mediator must be a person chosen in agreement between the parties or in the absence of an agreement: In the case of a dispute between a member

and another member, by the committee of the association; In all the other cases, a person who is a mediator with the Dispute Settlement Centre of Victoria (Department of Justice). The mediator can be a member of the association, but cannot be a party to the dispute.

- v. Should both parties fail to agree on the Independent mediator's suggestions, the case shall be referred to a professional Arbitrator, who will enforce a resolution.

Related policies include:

Grievance; Workers' Rights and Responsibilities; Volunteers Rights and Responsibilities; Sexual Harassment

3.9 MANDATORY REPORTING POLICY

Updated 28 August 2013

Purpose/ Rationale

This policy is intended to prevent child abuse.

Objectives

The objectives of this policy statement are to:

1. Prevent children from being exposed to abuse;
2. Ensure that paid staff, volunteers and the Board of Management are aware of Mandatory Reporting obligations under the Children, Youth and Families Act 2005 (Vic).
3. Provide guidance to paid staff, volunteers and the Board of Management in relation to complying with Mandatory Reporting obligations; and
4. Ensure that paid staff, volunteers and the Board of Management are aware of their rights in relation to voluntary reporting;
5. Ensure that paid staff, volunteers and the Board of Management are aware of SYN's values in relation to preventing and reducing the risk of child abuse;
6. Provide guidance to paid staff, volunteers and the Board of Management in regard to dealing with matters relating to children where such matters fall outside the legal mandatory and voluntary reporting regime.

Definitions

'Child': for the purposes of Mandatory Reporting, a child means a person under 17 years of age.

Policy Statement

1. SYN considers any form of abuse directed at any person, including children, to be unacceptable.
2. SYN is committed to complying with Mandatory Reporting requirements and encourages Voluntary Reporting.
3. SYN is committed to providing a framework for dealing with situations potentially involving the mistreatment of children where such situation falls outside the Mandatory and Voluntary Reporting regime.
4. SYN encourages all potential reporters to refer to the Department of Human Services for further guidance as to how to report matters relating to the wellbeing of children.

Mandatory Reporting

5. SYN acknowledges that in some limited circumstances, a SYN paid staff member, volunteer or board member, may be legally required to report matters relating to children to the Secretary.
6. Mandatory Reporting may be required where:

SYN Media (Student Youth Network Inc) – Policies and Standards Documents

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- (a) The paid staff member, volunteer or the Board of Management is considered a mandatory reporter. A person is a mandatory reporter if they are a person with a post-secondary qualification in youth, social or welfare work who works in the health, education or community or welfare services field; or a registered teacher under the Education and Training Reform Act 2006 or has been granted permission to teach under that Act; and
 - (b) A paid staff member, volunteer or the Board of Management (that person also being a mandatory reporter), in the course of carrying out the duties of his or her office, position or employment, forms a belief on reasonable grounds that a child is in need of protection.
7. A child is considered 'in need of protection' if:
- (a) the child has been abandoned by his or her parents;
 - (b) the child's parents are dead or incapacitated and there is no other suitable person willing and able to care for the child;
 - (c) the child has suffered, or is likely to suffer significant harm of the following type and the child's parents have not protected, or are unlikely to protect, the child from this harm:
 - i. Physical injury
 - ii. Sexual abuse
 - iii. Emotional or Psychological harm of such a kind that the child's emotional or intellectual development is, or is likely to be, significantly damaged
 - (d) The child's physical development or health has been, or is likely to be, significantly harmed and his or her parents have not or are unlikely to provide for the appropriate remedial care.
8. If Mandatory Reporting is required, the paid staff member, volunteer or the Board of Management, is legally obliged to report the matter to the Secretary as soon as practicable after forming the belief.

Voluntary Reporting

- 9. SYN acknowledges that a SYN paid staff member, volunteer or board member, may report a matter relating to children despite the fact that the matter need not be reported pursuant to Mandatory Reporting obligations.
- 10. SYN acknowledges that any person may report to the Secretary of the Department of Human Services or any member of the police force where that person believes, on reasonable grounds, that a child is in need of protection.
- 11. SYN acknowledges that any person may report a matter relating to a child to the Secretary of the Department of Human Services where the person believes, on reasonable grounds, that a child at or above 10 years old and under 15 years of age has exhibited sexually abusive behaviours.
- 12. SYN acknowledges that any person may report a matter relating to a child to the Secretary of the Department of Human Services or a community-based child and family service where the person is concerned for the wellbeing of a child.

Further Information

Further information on Mandatory and Voluntary Reporting can be obtained from the following sources:

- Guides:
 - See 'A step-by-step guide to making a report to Child Protection or Child FIRST', Department of Human Services.
 - See 'Responding to Child Abuse', Department of Human Services.
- Organisations and Departments:
 - Department of Human Services. The department provides information as to what constitutes child abuse, how to identify it and how to report it: <http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection>
 - The Child Safety Commissioner. Information is provided by the Commissioner at www.kids.vic.gov.au.
- Legislation:
 - The *Children, Youth and Families Act 2005* (Vic). You can access this piece of legislation by searching for it at www.austlii.edu.au.
 - The *Child Wellbeing and Safety Act 2005* (Vic). You can access this piece of legislation by searching for it at www.austlii.edu.au.

3.10 VOLUNTEER CONDUCT WARNING POLICY

Updated 13 August 2013

Purpose/ Rationale

This document creates a framework for managing volunteer conduct at SYN, where the conduct may not be severe enough to trigger the disciplinary procedure outlined in SYN's Rules.

Background

1. This policy applies to SYN volunteer misconduct of a low level – for example: misbehaving on radio, contravening policies on sponsorship and other minor misdemeanours.
2. At any point, where appropriate, the General Manager or relevant staff member may escalate an incident to trigger the Disciplinary Procedure as outlined in SYN's Rules.

Procedure

1. Where a SYN member contravenes the organisation's policies, the General Manager may:
 - a. Give an informal verbal warning. This may consist of speaking to the member, advising them why the conduct is not appropriate;
 - b. Give an informal written warning;
 - c. Give a formal written warning;
 - d. Refer to disciplinary procedure.
2. If a member receives two formal written warnings for engaging in the same or similar conduct, the matter will be referred to the disciplinary procedure set out in SYN's Rules.
3. The General Manger's response should be proportionate to the member's conduct.
4. When deciding which approach to take the General Manager should consider:
 - a. The nature and seriousness of the conduct;
 - b. Any history the member has of contravening the rules;
 - c. The member's attitude;
 - d. Any other relevant factors

3.11 SYN MEDIA LEARNING POLICY

Updated 13 August 2013

Purpose/ Rationale

This policy is intended to provide clear guidelines for SYN's approach towards the delivery of Media Learning Programs and outlines the rights and responsibilities of the Education and Training Manager, the Media Learning staff team, and Media Learning participants.

Definition

“Media Learning” - means SYN's suite of education and training programs offered to schools, community groups and young people entering the organisation for the purpose of participating in SYN's volunteer activities.

“SYN Training” - means required training programs that SYN members must complete before participating in the organisation's activities.

Objectives

The objectives of this policy statement are to:

1. Ensure SYN provides schools, community groups and young people with the best Media Learning program/s possible;
2. Outline the purposes of SYN's Media Learning programs;
3. Provide guidelines so both the Media Learning staff team and Media Learning program participants understand their rights and responsibilities;
4. Ensure Media Learning program sessions run as constructively as possible; and,
5. Ensure an inclusive and supportive learning environment.

Policy

1. This policy applies to all SYN Media Learning programs.
2. The purposes of SYN Media Learning Programs for new members are as follows:
 - a. To give SYN members and volunteers a greater understanding of how SYN Media operates and functions;
 - b. To connect SYN members to the SYN community;
 - c. To provide SYN members with the technical and content making skills, knowledge and confidence to be involved across SYN's platforms on radio, television and online; and,
 - d. To provide SYN members with skills and knowledge that can be used in future pursuits.

The purposes of SYN Media Learning Programs for schools and community groups are as follows:

- a. To give schools and community groups a greater understanding of how SYN Media operates and functions;
- b. To provide schools and community groups with an entry point to the SYN community;
- c. To provide schools and community groups with a practical overview of SYN's radio, television and online media platforms;
- d. To provide schools and community groups with educational or extra curricula activities and a creative outlet for expression.

Participant rights and responsibilities

3. Participants in SYN Media Learning programs will:
 - a. treat staff and other participants with respect and courtesy;
 - b. arrive at sessions punctually;
 - c. be ready to learn and participate on arrival;
 - d. behave in a manner which is appropriate and complies with SYN policies and the Code of Ethics;
4. Any person seeking to participate in SYN's broadcasting activities in a volunteer/membership capacity will attend formal SYN Training before participating in the organisation's activities.
 - a. A SYN member may be exempt from all or parts of SYN Training at the discretion of the Education and Training Manager if the member provides supporting material that demonstrates:
 - i. The SYN member already has skills of at least the standard that SYN Training seeks to teach;
 - ii. The SYN member has completed equivalent training
 - b. Any person seeking to participate in SYN activities not related to broadcasting and which do not require attendance at formal SYN training will undergo an induction as directed by the Education and Training Manager or other SYN staff.
5. If a SYN member actively participating in the organisation's broadcasting activities is found to have not completed SYN Training and has not received an exemption, the Education and Training Manager or General Manager may do any of the following in any combination:
 - a. Informally request the member to undertake SYN Training;
 - b. Give a formal written warning to the member and/or the associated content making team requiring the member attend the appropriate training session;
 - c. Require the member and/or associated content making team to cease engaging in SYN-related activities until training is complete.

6. A SYN member or associated content making team will be restricted from participating in SYN-related activities where appropriate training is not completed within two months of receiving a formal written warning, and any action taken by SYN thereafter will be taken with reference to the SYN Disciplinary Procedure and related policies.

Media Learning staff rights and responsibilities

7. SYN Media Learning programs will be conducted in a manner conducive to fostering an inclusive and supportive training environment.
8. SYN Media Learning staff will:
 - a. treat all participants, the staff team, the Education and Training Manager and other SYN staff with respect and courtesy;
 - b. ensure to the best of their ability that all participants feel included and understand the program
9. SYN Media Learning staff may immediately exclude from a session any participant who:
 - a. behaves inappropriately;
 - b. behaves in a manner that impedes the learning experience for other participants;
 - c. acts disrespectfully toward staff;
 - d. acts disrespectfully toward other participants;
 - e. engages in harassing behaviour toward staff or other participants;
 - f. appears under the influence of drugs and alcohol.
10. Where a Media Learning staff member becomes aware of a participant behaving in a manner capable of justifying exclusion, the staff member will:
 - a. If the participant is over 18, advise the Education and Training Manager or other permanent staff member as soon as practicable;
 - b. If the participant is under 18 and engages in SYN-related activities as part of a school or community group, immediately advise the responsible adult representative of the group where available and the Education and Training Manager or other permanent staff member.
 - c. If the participant is under 18 and does not engage in SYN-related activities as part of a school or community group, immediately advise the Education and Training Manager or other permanent staff member who will advise the participant's parent/guardian.
11. The Education and Training Manager or General Manager may limit or exclude from any future Media Learning programs any participant behaving in a manner capable of justifying exclusion.
12. Where a participant's faculties appear impaired, for instance, by reason of drugs or alcohol, the responsible staff member with guidance from the Education and

Training Manager or other permanent staff member will endeavour so far as reasonable in the circumstances to have the participant picked up by their parent, guardian, next of kin or responsible adult.

Related policies include:

Workers' Rights and Responsibilities; Volunteers Rights and Responsibilities; Health & Safety; Working Environment; Volunteer Conduct Warning Policy; Duty of Care Policy

3.12 INFORMATION TECHNOLOGY POLICY

Purpose/ Rationale

This policy is intended to provide clear guidelines for the acceptable use of SYN's computer equipment.

Objectives

The objectives of this policy statement are to:

1. Ensure the appropriate use of SYN's IT equipment;
2. Ensure SYN staff, volunteers and the Board of Management understand their obligations when using SYN IT equipment
3. Protect the SYN IT equipment from damage and misuse

Policy Statement

1. Users of computers located in SYN space must comply with the following guidelines:
 - i. Computers will only be used for SYN related work
 - ii. Computers will not be used to play games
 - iii. Only the SYN IT Department will install programs on computers
 - iv. If a user suspects computer equipment is broken, damaged or infected with a virus, they will notify the IT Manager(s) immediately
2. Users of computers located in SYN space must comply with the following security guidelines:
 - i. Only account holders may use their account
 - ii. Passwords will not be given to anyone other than the account holder
 - iii. Users will not attempt to circumvent security restrictions
3. Users of the internet in SYN space must comply with the following guidelines:
 - i. The internet will only be used for SYN related work
 - ii. Users will not access inappropriate, offensive or discriminatory websites, such as those related to pornography, computer hacking, and illegal software. Viewing or display of pornography will be treated as sexual harassment
4. Users of SYN's audio-visual equipment must comply with the following guidelines:
 - i) Users will follow the correct procedures for borrowing audio-visual equipment.
 - ii) Audio-visual equipment must only be used for SYN related work.
 - iii) Users agree to take responsibility for borrowed equipment and to prevent the damage or misuse of the equipment.

Related policies include:

Ethics; Email; Sexual Harassment; Health & Safety; Workers' Rights and Responsibilities; Volunteers Rights & Responsibilities.

3.13 EMAIL POLICY

Purpose/Rationale

This document is intended to provide SYN members with a clear and workable set of guidelines for their use of the members email list.

Objectives

The objectives of this policy statement are:

1. To promote an environment of trust and co-operation around electronic communications between members
2. To ensure efficient and effective transmission of emails between SYN members via the various SYN member email lists
3. All members should therefore have a clear understanding of what constitutes “appropriate use’ of email as a communications tool

Policy Statement

1. SYN members using the SYN mailing lists will be bound by the following guidelines:
 - i. Only information that will be of broad interest to the group as a whole should be sent to all mailing list recipients;
 - ii. Members should be considerate of mail volume and bandwidth;
 - iii. Do not CC the mailing list to other list servers or large numbers of other addresses;
 - iv. Do not send large attachments with your mail to the list;
 - v. Do not send private messages of no relevance to the group as a whole;
 - vi. All postings to the mailing list are property of the author and permission should be obtained before re-publishing;
 - vii. Private mail should not be forwarded to the list. Any privately forwarded mail that is of concern should be raised with the list owner;
 - viii. Writings and opinions posted to the list are strictly those of the writer and as such are not a reflection of the thoughts and opinions of the list as a whole, and do not contain any endorsements or guarantees;
 - ix. No flaming – Any messages critical of another subscriber of the list should be sent directly to that member or to the list owner. Mail posted to the list which is insulting or abusive will result in suspension of membership;
 - x. Postings that could be construed as defamatory, libellous or offensive to individuals, organisations or institutions are not permitted and may result in suspension from the list.
2. Membership constitutes an undertaking to abide by the list user guidelines. Any member who does not abide by the guidelines may be unsubscribed.

Related policies include:

IT; Ethics; Workers' Rights and Responsibilities; Volunteers Rights and Responsibilities.

3.14 CLOSED CIRCUIT TELEVISION POLICY

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for the use of CCTV as a security device in the event that CCTV is operational. SYN will take all reasonable steps to comply with the CCTV Policy from the date SYN becomes aware that CCTV is operation.

Objectives

The objectives of this policy statement are to:

1. Ensure that the safety of SYN staff, volunteers, the Board of Management and users of SYN space
2. Ensure the security of SYN property
3. Provide guidelines for the appropriate use of CCTV for security

Policy Statement

1. SYN will make use of RMIT's CCTV system for the following security purposes:
 - i. To deter theft and vandalism of broadcasting and other equipment at the SYN Radio Studios.
 - ii. To provide SYN with evidence to prosecute offenders of theft and violence.
2. SYN will be bound by RMIT's CCTV Policy.
3. The SYN General Manager will nominate one person to RMIT Security who is entitled to view CCTV in the event of an unlawful act. RMIT Security will be notified if there are incidences recorded that require action. The recordings will be viewed in a secure area not accessible to the general community
4. The areas under CCTV surveillance will be signed appropriately.

Related policies include:

Health and Safety; Ethics; Workers' Rights and Responsibilities; Volunteers Rights and Responsibilities.

3.15 TRAVEL POLICY

Updated 1 May 2013

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for SYN's approach to reimbursing travel costs.

Objectives

The objectives of this policy statement are to:

1. Ensure that paid staff members are properly compensated for travel costs as appropriate
2. Ensure all travel reimbursements are treated in a consistent manner

Policy Statement

1. SYN staff are expected to pay for their own travel except where otherwise indicated by this Policy or by arrangement with the General Manager.
2. SYN will reimburse car travel by reference to Melbourne's metropolitan public transport zones
3. Car travel beyond the metropolitan transport network will be reimbursed at an amount of 63 cents per kilometre.
4. When claiming reimbursement for kilometres travelled, the staff member must be able to show some evidence for the kilometre figure derived, for instance, a receipt.
5. SYN encourages all staff carrying out SYN duties to car pool. In this case, SYN will only provide reimbursements per car, not per individual.

Related policies include:

Working Environment; Workers Rights and Responsibilities.

4.1 PROGRAMMING POLICY

Purpose/Rationale

This policy is intended to provide SYN with guidelines for SYN's approach towards programming and the responsibilities of the programming manager(s).

Objectives

The objectives of this policy statement are to:

1. Present a programming grid that represents the overall ethos of SYN
2. Ensure SYN paid staff, volunteers, members and the Board of Management are aware of SYN's programming guidelines

Policy Statement

1. The SYN Radio programming grid (between the hours of 6am and midnight) will represent the overall ethos of SYN. This should take into consideration:
 - i. diversity of music, interests and opinions;
 - ii. a commitment to education and training;
 - iii. all presenters/producers under 26 years old;
 - iv. 50% of airtime 18 years or younger;
 - v. a commitment to represent all age-groups between 12 and 25;
 - vi. equal representation of males and females among presenters/producers;
 - vii. 40% of overall music originating from Australian artists;
 - viii. 20% of overall music originating from local (Victorian) artists;
 - ix. 60% of overall programming music-based and 40% talk-based;
 - x. community groups closely affiliated with SYN;
 - xi. a commitment to Koori and Indigenous Youth
 - xii. a commitment to ethnic and multicultural youth programming including programs spoken in Languages Other Than English;
 - xiii. a commitment to youth-at-risk programming;
 - xiv. a commitment to school-based programming;
 - xv. a maximum of 2 grids per year for each presenter.

These objectives should be regarded as a reference for the programming manager(s). If all objectives are not realistically achievable on the basis of the show proposals/schools available, avenues to remedy such should be undertaken. Failing that, it is at the programming manager(s) discretion to formulate a programming grid that minimises any compromise of the above objectives.

2. SYN shall fulfil all contractual obligations regarding programming time.
3. SYN shall not broadcast material which may:
 - i. incite, encourage or present for its own sake violence or brutality;
 - ii. simulate news or events in such a way as to alarm or mislead listeners;

iii. present as desirable the misuse of drugs including alcohol, narcotics and tobacco.

4. SYN shall not broadcast material which may stereotype, vilify, or perpetuate hatred against, or attempt to demean any person or group on the basis of ethnicity, nationality, race, gender, sexual preference, religion, age, physical or mental disability.

5. SYN shall avoid censorship wherever possible. However, consideration shall be given to the audience; the context; the degree of explicitness; the propensity to alarm, distress or shock; and the social importance of the event.

6. SYN does not encourage songs with profanities during daytime slots. If a song contains mild profanities the presenter is encouraged to inform the listener beforehand. However songs with excessive swearing, meaning if it can be seen as gratuitous and overly offensive, are discouraged from being aired during the day. Presenters need to ask themselves whether they feel what they are playing is appropriate for their time slot. As a representative of the station, presenters must be aware of the image they are portraying to the community and financial supporters of the station.

7. A System shall be implemented and maintained as far as reasonably practical to ensure SYN is meeting its objective of 40% Australian music. Programming Managers should counsel presenters of those programs which are not playing enough Australian music despite it being appropriate to do so.

8. SYN does not allow paid staff to present a show (unless under exceptional circumstances).

9. All programming and music decisions will be made exclusively by people under 26 years of age.

LOTE Programming

10. SYN encourages and supports programming in languages other than English (LOTE) by people from culturally diverse backgrounds. The organisation recognises that young culturally and linguistically diverse people make up a large proportion of the youth community and therefore need representation by the organisation. It also recognises that full-time ethnic stations may not cater for youth participation.

11. When selecting or reviewing programs, the programming committee shall take into account the language content of applicants but this shall not be used as a basis for acceptance or rejection. Nor should language content be used as grounds for placing the programs in 'less favourable' time-slots. The program committee will endeavour to integrate LOTE programming in a fair and non-discriminatory way.

12. SYN recommends that producers of LOTE programs:
- i. Provide listeners with an English ‘language warning’ at the start of the program that notifies that the broadcast will be in a LOTE;
 - ii. Frequently play SYN tags and IDs throughout the program
 - iii. Let listeners know in English that they are listening to a LOTE program on SYN at intervals throughout the program
 - iv. Monitor the quality and content of their programs and provide self-assessment to the programming committee
 - v. Always brief announcers and guests about the risks of broadcasting defamatory and slanderous content

Related policies include:

Employee Programming; Production; News; Multi-media.

4.2 EMPLOYEE PROGRAMMING AND PRODUCTION POLICY

Updated 30 May 2013

Purpose/ Rationale

This policy is intended to provide SYN with clear guidelines for SYN employees producing or presenting material for broadcast or participating in other volunteer-driven activities ('volunteer-driven activities').

Objectives

The objectives of this policy statement are to:

1. Ensure all SYN employees fulfil their employment responsibilities;
2. Ensure all SYN members who are not SYN employees have equal opportunity to access airtime;
3. Ensure there is a clear distinction of rights and responsibilities between volunteers and paid employees.

Policy Statement

1. SYN staff are not permitted to participate in volunteer-driven activities unless:
 - a) Specifically stated in the paid staff member's job description, or;
 - b) The person is an ongoing casual or part-time paid staff member earning less than \$300 per week or \$15,600 per annum.
2. SYN staff who meet the criteria of 1(a) and/or 1(b) must:
 - a) Meet programming requirements;
 - b) Not participate in volunteer-driven activities within paid working hours;
 - c) Consider the impact of their participation on the broader membership base in line with SYN's values of access and participation.
3. At its discretion management may restrict any eligible paid staff member's participation in volunteer-driven activities.

Related policies include:

Programming; Workers' Rights and Responsibilities; Volunteers Rights and Responsibilities.

4.3 PRODUCTION POLICY

Purpose/Rationale

This document is intended to provide SYN with clear guidelines for SYN's approach towards the production of all station identification, show promotion, community service and sponsorship announcements.

Objectives

The objectives of this policy statement are to:

1. Ensure that the overall sound of the station embodies the principles and ethos of SYN as a community broadcaster
2. Ensure SYN paid staff and volunteers involved in production are aware of SYN's approach to production

Policy Statement

1. SYN's overall sound will:
 - i. Engage, rather than talk down to the listening audience;
 - ii. Avoid the use of styles commonly associated with commercial stations;
 - iii. Maintain a fresh approach in all areas of production;
 - iv. Produce material that is appropriate for our target audience of 12-25 year olds.
2. Sounds from outside the station, including voices and jingles, will be considered, but SYN prefers announcements to be produced entirely 'in-house' by the station.
3. All announcements must be consistent with the SYN sound. That is, they must conform to the attitudes and policies of the station as a whole.
4. SYN reserves the right for the final say on all production matters.

Related policies include:

Programming; Sponsorship; Strategic Partnerships.

4.4 SPONSORSHIP POLICY

Last updated 27 June 2013

Purpose/Rationale

This policy is intended to provide clear guidelines for SYN's approach in relation to sponsors, on-air sponsorship announcements and the responsibilities of the staff overseeing sponsorship.

Objectives

The objectives of this policy statement are to:

1. Ensure any sponsor or on-air sponsorship announcement is compliant with the aims and objectives of SYN;
2. Ensure consistent decisions are made with regard to who may sponsor SYN.

Policy Statement

1. A sponsorship message is taken to mean the broadcast of a message that has been paid for in cash or kind and is tagged as such.
2. In deciding whether or not a Sponsorship message will be communicated by SYN, SYN will take into account the Community Broadcasting Codes of Practice.
3. All sponsorship agreements, whether or not money is exchanged, will be in writing.
4. Sponsorship announcements are limited to 5 minutes within any broadcast hour.
5. The content and style of individual programs, and the overall programming of SYN, will not be influenced by the sponsors of programs.
6. SYN reserves the right to choose clientele based on SYN's own ethical and broadcast policies, with the exception of Part 5, paragraph 9(1)(a) of the Broadcasting Services Act (1992), in the case of State or Federal emergencies.
7. SYN will not accept sponsorship from:
 - i. medical or pharmaceutical organisations
 - ii. political parties
 - iii. entities SYN believes act in a manner inconsistent with SYN's values.
 - iv. entities SYN believes engage in exploitative or discriminatory practices
 - v. entities SYN believes engage in unsound environmental practices.
8. SYN will not endorse, directly or by association, an alcohol-related brand or product. This rule applies regardless of the subtly used in such endorsement

9. SYN may accept sponsorship from federal, state and local authority groups, for example, VicRoads, TAC, Health campaigns, as long as the proposed message is consistent with SYN's values, purposes, Policies and Procedures and other governance documents in existence from time to time.
10. The content of announcements should not contravene the guidelines outlined by the Community Broadcasting Codes of Practice in regard to the use of adjectives, prices, jingles and time.
11. The content of announcements will reflect the following guidelines:
 - i. company names, even those synonymous with a product name, can be mentioned but the mention must be understated;
 - ii. the style of voice and background music must be consistent with SYN's broadcast style.
 - iii. Announcements must not overstate, mislead or deceive listeners as to the nature, uses, quality or associations of the brand, service or product to which the announcement relates.
 - iv. Mention of price is discouraged and should be limited if mentioned at all.

Related policies included:

Production; Programming; Strategic Partnerships; Ethics.

4.5 NEWS POLICY

Purpose/Rationale

This policy is intended to provide clear guidelines for SYN's approach towards all news and current affairs programs/bulletins.

Objectives

The objectives of this policy document are to:

- i. Ensure that the news and current affairs broadcast on SYN are consistent with the aims and ethos of the station
- ii. Ensure that the news and current affairs programs broadcast on SYN provide access to views and information particularly relevant to 12-25 year olds that is under-represented by the media

Policy Statement

1. SYN news and current affairs programs (including news flashes) should:
 - i. be guided by the principles of accuracy and fairness;
 - ii. provide access to views under-represented by the media;
 - iii. present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact at the earliest possible opportunity;
 - iv. clearly distinguish factual material from commentary and analysis;
 - v. not present news in such a way as to create public panic or unnecessary distress to listeners;
 - vi. not misrepresent a viewpoint by giving misleading emphasis, editing out of context or withholding relevant available facts;
 - vii. represent each person's legitimate right to protection from unjustified use of material which is obtained without an individual's consent or other unwarranted and intrusive invasions of privacy;

2. SYN news and current affairs programs will not broadcast the words of an identifiable person unless;
 - i. That person has been informed in advance that the words may be transmitted;
 - ii. In the case of words which have been recorded without the knowledge of the person, the person has subsequently, but prior to the transmission of the words, been informed;
 - iii. The manner of the recording has made it manifestly clear that the material may be broadcast.

3. SYN news and current affairs programs have the right to interrupt regularly scheduled programs where appropriate (such as the September 11 terrorist attacks on the United States).

4.6 INTELLECTUAL PROPERTY POLICY

Updated 4 October 2012

Purpose/Rationale

SYN is committed to assisting young people to create new and original media works. SYN facilitates the creation of these works by providing a supportive framework of expertise, equipment and resources.

SYN is committed to allowing members to use intellectual property created at SYN with freedom, ease and with minimal restrictions. Where this policy places restrictions on the use of intellectual property, members are encouraged to speak with SYN to facilitate the desired use.

SYN encourages members to speak to SYN about transferring intellectual property rights from the organisation to the individual.

The policy seeks to clarify the ownership of intellectual property created by SYN members using SYN's equipment and other resources. It also specifies who may use that intellectual property and for what purposes.

'Intellectual Property' can be understood as an umbrella term for areas of law such as Copyright, Trademark, Designs and Patents. At SYN, when we talk about Intellectual Property, we are referring to the Intellectual Property in a sound recording, film, the name of a Radio or TV Program, the dramatic elements of a show or a script.

Examples –

SYN does not want to unnecessarily restrict your use of intellectual property created at SYN. Below is a list of examples as to how SYN-related intellectual property might be used. If you are ever unsure, feel free to ask SYN.

- ✓ **JOBS:** Julia, a SYN member, is automatically allowed to use a sound recording made at and broadcast on SYN in a show reel used to apply for her dream job at ABS News.
- ✓ **ASSESSMENT:** Benjamin, a SYN member, is allowed to submit video footage created during presenting for 1700 for a media assessment at university, provided that the university and parties other than SYN permits this.
- ✗ **USE OF FLAGSHIPS:** Marcel, a SYN member, wants to recreate a SYN flagship program on another radio station. He wants to take the name of the flagship program as well as the dramatic elements of the show. Marcel is not permitted to do either of these things. He should speak to a SYN staff member if he would like further guidance.

- × **COMMERCIAL USE:** Stacey, a SYN member, has created a radio program on SYN called Stacey’s Soap Box using all SYN’s resources. She has been approached by Deidre Macintyre to broadcast the show on Channel 13. Stacey has been offered \$50,000 to broadcast the show on Channel 13. Stacey cannot automatically enter this agreement, she must obtain a license from SYN before entering an agreement with Channel 13.

Objectives

The objectives of this policy are to:

1. Clarify the different types of “intellectual property” likely to be created by SYN employees and members.
2. Clarify who owns intellectual property created in connection with SYN’s activities and resources.
3. Identify when SYN, its employees and members may use intellectual property in connection with SYN’s activities.
4. Specify what types of intellectual property provisions must be included in SYN's contracts with third parties.
5. Promote awareness and understanding of SYN’s intellectual property framework.

Policy Statement

Intellectual property

6. “Intellectual property” includes:
 - (a) copyright in items already existing or created in future;
 - (b) trade marks (both registered and unregistered);
 - (c) patents;
 - (d) designs;
 - (e) rights in relation to confidential information; and
 - (f) all other forms of intellectual property.

Materials in which intellectual property exists

7. Intellectual property is likely to arise in the following:
 - (a) the name “Student Youth Network”, the abbreviation “SYN”, the name “SYN Media” and the SYN logo;
 - (b) scripts for radio and television programs;
 - (c) photographs, drawings and graphics;
 - (d) audio and audio-visual recordings of programs or advertisements;
 - (e) confidential information about concepts for new shows;
 - (f) content on the SYN website.

Ownership of intellectual property

8. SYN members acknowledge that by using:
- (a) SYN's resources, property, equipment, funds or human resources;
or
 - (b) pre-existing intellectual property owned by SYN,

Any intellectual property created as a result will be owned by SYN.

9. SYN members assign all intellectual property created by them where this intellectual property is created partially or wholly through the use of SYN resources, to SYN Media.

Automatic Licenses

10. Subject to the conditions in Clause 12 being satisfied, SYN automatically grants the following licenses:

(a) *Career Advancement*: All SYN members are automatically authorised to use material created by them using SYN resources for the sole purpose of demonstrating their suitability for an employment opportunity or similar. This automatic license will not apply where a commercial use of the work is made or proposed to be made.

(b) *Educational use*: All SYN members are automatically authorised to use material created by them using SYN resources for the purpose of fulfilling primary, secondary or tertiary education assessment. No authorisation is extended where the policies or practices of the education provider disallows such use.

(c) *Non-Commercial Use of Seasonal Programs*: All SYN members are automatically authorised to use material created by them using SYN resources for non-commercial purposes.

11. SYN may revoke a license granted pursuant to Clause 10 where the SYN General Manager reasonably believes the license to be contrary to SYN's values or policies in existence from time to time.

12. SYN members must credit SYN appropriately when making use of the material outside of SYN. Depending on the material used, this may require:
- (a) Making reference to the fact that certain material was made using SYN Resources;
 - (b) Specifying the contribution made by SYN in the creation of the material;

(c) Use of SYN Logo.

13. SYN members may request the General Manager to provide guidance as to how to appropriately Credit SYN for a particular use.

Exclusions to Automatic Licensing Regime

14. Material forming part of SYN's operations does not fall within the automatic licensing regime
15. Without limiting Clause 14, material forming part of SYN's operations includes SYN's Education and Training materials, SYN Production Services materials, as well as materials relating to the governance of the organisation.

Flagship Programs

16. SYN members are precluded from using a similar name to a SYN Flagship Program outside of SYN in relation to media content containing similar themes or elements to the SYN Flagship Program, unless a license has been expressly granted, in writing, by the General Manager or Board of Management.
17. SYN members are precluded from exploiting intellectual property with identical or substantially similar elements or concepts of a SYN Flagship Program outside of SYN, unless a license has been expressly granted, in writing, by the General Manager or Board of Management.

Licenses

18. Nothing in this policy precludes a SYN member from applying for a license to use Intellectual Property owned by SYN.
19. Where the SYN member applies for a licence to use intellectual property for a commercial purpose, SYN may exercise its discretion to determine whether a licence should be granted and, if so, upon what conditions.
20. For the purpose of this policy, commercial purpose includes where:
 - (a) a not-insignificant fee is payable for the use or proposed use of the intellectual property;
 - (b) the intellectual property is proposed to be broadcast or otherwise used by a not-insignificant broadcast organisation or other media content provider;

- (c) for the purposes of the clause immediately above, a ‘not-insignificant broadcast organisation or other media content provider’ will not include a small-medium community broadcast organisation or similar media content providers.
21. When exercising the discretion pursuant to Clause 19, SYN must take into account the following:
- (a) SYN’s status as a non-profit organisation;
 - (b) SYN’s values;
 - (c) SYN’s commitment to providing a platform whereby young people are encouraged to develop their skills and careers through the organisation; and
 - (d) Members should ordinarily be free to use material created by them how they think fit.
22. When exercising the discretion pursuant to Clause 19, SYN may consider the following:
- (a) the extent to which SYN resources were relied upon to create the intellectual property;
 - (b) commercial purpose is usually, but not necessarily limited to, situations where the SYN member receives financial reward or remuneration; and
 - (c) any other consideration the appropriate SYN representative reasonably believes to be relevant.
23. SYN is free to use, edit, license and otherwise deal with and exploit all intellectual property it owns.
24. SYN members must not use any intellectual property owned by SYN except as permitted by this policy or as otherwise authorised in writing by SYN.
25. SYN members must not use intellectual property belonging to a third party in connection with SYN-related activities without the prior written approval of the third party.
26. SYN members must not disclose to any third party any of SYN’s confidential information without the prior written approval of the SYN General Manager.
27. Information relating to intellectual property owned by SYN is deemed to be confidential information unless at the time the information arose it was already in the public domain.

License application process

28. A member seeking a license to use SYN intellectual property shall apply to the General Manager.
29. The initial application need not be in writing but must include all relevant information reasonably necessary or desirable to determine whether a license should be granted and its terms. This may include:
 - (a) The nature and extent of any sort of remuneration payable in relation to the exploitation of the intellectual property;
 - (b) The proposed use of the intellectual property;
 - (c) Details of the correspondence between the member or relevant person and the person or body proposing to use the intellectual property;
 - (d) The extent of SYN resources used in creating the intellectual property;
 - (e) Whether and to what extent SYN will or may be credited through the proposed use of the intellectual property.
30. Upon receiving the application, the General Manager, in his or her discretion may:
 - (a) Request the application be made in writing; and
 - (b) Request further information.
31. Upon receiving all relevant information in desired form, the General Manager shall negotiate the terms of the license in good faith with the applicant having regard to the factors set out in Clauses 20 and 21.
32. The applicant must keep the General Manager informed of not-insignificant changes in the proposed use or use of the intellectual property for the term of the license.
33. The General Manager shall endeavour as far as reasonably possible to determine whether a license shall be granted and on what terms within 14 business days of receiving an application with all relevant information in desired form.
34. Should the license application be refused, or if the terms of the license are unsatisfactory to the applicant, the applicant may write to the General Manager providing all relevant information to provide the basis of their belief that the decision was unsatisfactory.
35. If no mutually satisfactory license agreement is arrived at the conclusion of the process outlined above, the General Manager or applicant may apply, in writing, for the matter to be considered by the Board of Management.
36. The Board will endeavour, as far as reasonably possible, to provide a decision in writing to the applicant as to whether a license shall be granted

and upon what terms within 14 business days of receipt of a complete application in desired form.

37. SYN reserves the right to revoke a license where the information relied upon in deciding whether to grant the license or the license terms can reasonably be supposed to have been incomplete in a material way, misleading or false.

Contracts with third parties

38. Where SYN enters any contract with a third party under which intellectual property may be created, the responsible SYN employee must ensure the contract specifies which party owns any created intellectual property and the rights of the parties to use that intellectual property.

Amendments to policy

39. SYN may amend this policy from time to time. The current version of this policy will be available in physical and digital form to all members and employees.
40. This version of this policy was issued by SYN on 4 October, 2012.