



WORKPLACE BULLYING AND HARRASSMENT PROCEDURE

Approved April 2026

FIVE-O-PLUS Public Radio Association Incorporated (2SNR)

PROCEDURE

- All workers are expected to contribute to the achievement of a positive and productive workplace culture by carefully considering their own behaviour and its possible effects on others.
- The EasyFM Code of Practice provides the standards of behaviour and conduct that are always expected of workers. This includes but is not limited to, the station's offices and studios, and externally in the public, business environment and other reasonable locations involving station events and/or clients.
- If a volunteer or worker feels that they have been bullied or harassed in their course of duties at FIVE-O-PLUS Public Radio Association Incorporated (2SNR) the first step should be to talk to the person they feel has upset them.
- The issues should be discussed with a view of preventing this behaviour or perceived behaviour being repeated.
- Discussions should always be civil and polite, trying to avoid accusations and aggression.
- A neutral officer (mediator) will be provided by management to assist throughout the complaint process. (not assigned yet)
- Complaints about bullying or harassment can be made directly to management or the Board. production@easyfm.com.au or via a written document to Management or a board member.
- Complaints need to be in writing to ensure accurate information in relation to the complaint. Verbal complaints will be documented by management (or person told of the complaint) at the time of the complaint. The complainant needs to sign the document prior to the implementation of a full investigation.
- The Management/Board will acknowledge receipt of the complaint by the next business day and act in a timely manner to commence the process to resolve the complaint.
- A timeframe for the resolution of a complaint will be set in line with the complexity of the complaint.
- Written complaints will be taken seriously by Management and the Board. Information will be kept confidential.

- Both the complainant and the respondent will be kept informed of the progress of the complaint investigation.
- All volunteers and workers are expected to comply with the results of the investigation. The mediator will assist with the implementation of any recommendations.
- Any breaches of this or any other policies will be managed as per the Easy FM Code of Practice.

Approved by committee on 29 / 04 / 2026

Review Date: 29 / 04 / 2028