



**BULLYING & HARASSEMENT  
POLICY**

**2026/2027**

## 1. Purpose

PHAZE Broadcasters is committed to providing a safe, respectful, and inclusive environment for all employees, contractors, volunteers, contributors, and audiences. This policy establishes a zero-tolerance approach to bullying and harassment in any form, ensuring compliance with Australian workplace laws and broadcasting standards.

## 2. Scope

This policy applies to:

- All employees (full-time, part-time, casual)
- Contractors, freelancers, and volunteers
- On-air talent and production staff
- Guests, collaborators, and third parties engaged with PHAZE Broadcasters
- Workplace interactions, including:
  - Physical workplaces
  - Remote/online environments
  - Broadcast content and social media platforms
  - Work-related events and travel

## 3. Definitions

The following definitions apply:

### 3.1 Bullying

Workplace bullying is repeated, unreasonable behaviour directed toward a person or group that creates a risk to health and safety. This includes but is not limited to:

- Verbal abuse or insults
- Intimidation or threats
- Deliberate exclusion or isolation
- Undermining work performance
- Misuse of power or authority

### 3.2 Harassment

Harassment is any unwelcome conduct that offends, humiliates, or intimidates a person. It may be:

- Verbal, physical, or written
- Visual (including images, gestures, or broadcasts)
- Online or digital (e.g., emails, chat platforms, social media)

### 3.3 Sexual Harassment

Unwelcome sexual advances, requests for sexual favours, or conduct of a sexual nature that a reasonable person would anticipate could cause offence, humiliation, or intimidation.

## 4. Policy Statement

<b>Author:</b>	Matthew Berry	<b>Reviewed By:</b>	Matthew Berry
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RAT FM:

- Prohibits all forms of bullying and harassment
- Promotes a culture of dignity, respect, and professionalism
- Ensures all complaints are taken seriously and handled confidentially
- Protects individuals from victimisation for reporting concerns
- Upholds broadcasting standards that prevent harmful, abusive, or discriminatory content

## 5. Standards of Behaviour

All personnel must:

- Treat others with respect and fairness
- Communicate professionally, both on-air and off-air
- Avoid offensive, discriminatory, or abusive language or conduct
- Refrain from engaging in or encouraging bullying or harassment
- Act responsibly on digital platforms and during broadcasts

## 6. Broadcast Content Standards

RAT FM ensures that:

- Content does not promote or normalise bullying, harassment, or discrimination
- On-air discussions are handled responsibly and sensitively
- Audience interactions (e.g., call-ins, comments) are moderated to prevent abuse
- Content complies with Australian broadcasting codes of practice and community expectations

## 7. Reporting Procedures

The process of making a complaint with RAT FM. Complaints may be made both verbally or in writing:

### 7.1 Making a Complaint

Individuals are encouraged to report bullying or harassment as soon as possible via:

- Direct supervisor or manager
- Human Resources representative
- Confidential reporting channel (email or hotline)
- Member of the executive committee

### 7.2 Anonymous Reports

Anonymous complaints will be accepted and assessed; however, investigation outcomes may be limited by available information.

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## 8. Investigation Process

PHAZE Broadcasters will:

- Acknowledge complaints promptly
- Conduct impartial and timely investigations
- Ensure procedural fairness for all parties
- Maintain confidentiality wherever possible
- Keep records of all reports and outcomes

## 9. Outcomes and Disciplinary Action

If bullying or harassment is substantiated, actions may include:

- Formal warning
- Mandatory training or counselling
- Suspension or termination of employment/contract
- Removal from broadcasts or projects
- Referral to external authorities where required

## 10. Protection Against Victimisation

PHAZE Broadcasters strictly prohibits retaliation against individuals who:

- Report bullying or harassment
- Participate in investigations
- Support someone making a complaint

Any victimisation will result in disciplinary action.

## 11. Responsibilities

### 11.1 Management

- Model appropriate behaviour
- Respond promptly to complaints
- Ensure compliance with this policy
- Provide training and awareness programs

### 11.2 Employees and Contributors

- Adhere to this policy
- Report inappropriate behaviour
- Cooperate with investigations

## 12. Training and Awareness

PHAZE Broadcasters will:

- Provide regular training on workplace behaviour and broadcasting standards
- Educate staff on recognising and preventing bullying and harassment
- Promote a culture of accountability and respect

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### **13. Record Keeping**

All complaints, investigations, and outcomes will be documented and stored securely in accordance with privacy laws and organisational policies.

### **14. Review and Compliance**

This policy will be:

- Reviewed annually or as required
- Updated to reflect legislative or regulatory changes
- Audited for compliance with Australian workplace and broadcasting standards

### **15. Related Policies and Legislation**

This policy aligns with:

- Fair Work Act 2009 (Cth)
- Work Health and Safety Act 2011 (where applicable)
- Equal Opportunity and Anti-Discrimination laws
- Australian broadcasting codes of practice
- Consumer protection and fair trading principles in Victoria

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