

WORONI

Dismissal Policy

Australian National University Student Media

DISMISSAL PROCEDURE

Purpose

Section 11. 1. c. of the ANU Student Media Constitution (ANUSM) reads that ‘The Board, subject to the Act, the regulations, this Constitution and to any resolution passed by the Association in a General Meeting, must:

c. appoint, encourage and manage employees, sub-editors, volunteers and contributors of the Association and its media platforms.’

Section 12. 5. a. – d. reads that ‘In addition:

a. The Content Editor and the News Editor must appoint and manage sub-editors to assist with the management of the print and online media platform Woroni, and must oversee the involvement of volunteers and contributors.

b. The Television Editor must appoint and manage sub-editors to assist with the management of the media platform Woroni TV, and must oversee the involvement of volunteers and contributors.

c. The Radio Editor must appoint and manage sub-editors to assist with the management of the media platform Woroni Radio, and must oversee the involvement of volunteers and contributors.

d. The Art Editor must appoint and manage sub-editors to assist with the art and design aspects of the Association and the Association’s media platforms, and must oversee the involvement of volunteers and contributors.

This procedure has been created in light of sections 11. 1. c. and 12. 5. a. – d. to ensure Woroni follows best practices when dismissing sub-editors.

Definitions

Sub-editor: a sub-editor is a co-opted member of the Association who works at Woroni on an ongoing basis, with a signed Memorandum of Understanding, and who receives honoraria as a senior sub-editor or sub-editor, regardless of their working title.

a. As of the time of writing, this encompasses all senior sub-editors and sub-editors.

Memorandum of Understanding (MOU): An MOU is a written agreement between the relevant editor and a sub-editor of Woroni, stipulating the workload and expectations of the latter in their capacity as a sub-editor of Woroni.

Dismiss: Dismissing is the act of severing a sub-editor’s employment at Woroni as per the powers of the Editor laid out in the constitution.

Violation: an act that fulfils any of the criteria set out in clause 2).

Probationary period: The period in which, as below, clause 2) has been met. This lasts from the moment the sub-editor has been notified of their violation, and exists during:

- a. The semester in which the sub-editor is notified of their violation.
 - i. If the violation occurred close to the end of the semester, or outside of a semester, the Editor can stipulate a probationary period of the same duration.

And extends until either:

- a. The semester, or an equal amount of time, has ended. This is the **expiration of the probationary period** or;
- b. The Editor is satisfied that the sub-editor has fulfilled their obligations, pursuant to clause 3. c).

Immediate dismissal: A dismissal pursuant to clause 6. Immediate dismissal does not require prior communication from the Editor to the sub-editor.

Position: the role a sub-editor performs within the portfolio and for which they are hired. For example: senior reporter, senior artist and executive producer are all positions, existing independently of the sub-editor which fills them.

Other Policy Documents

This policy should be read in conjunction with ANUSM's:

- a. Constitution
- b. Office Conduct Policy
- c. Woroni Values Statement
- d. Workplace Discrimination and Harassment Policy
- e. Grievances and Disputes Procedure
- f. relevant Memorandums of Understanding

Woroni Dismissal Policy

1. It is the Editor's prerogative, as under section 12. 5. a. – d. of the Constitution, to dismiss any sub-editor that works within their portfolio.
2. A sub-editor can be dismissed for three reasons:
 - a. They fail to meet the expectations and workload stipulated in their MOU.
 - b. They violate the Woroni values statement, code of conduct policy, & office conduct policy.
 - c. They fail to work satisfactorily with the team / portfolio and the Editor/
3. Before a sub-editor is dismissed the following steps must occur. When 3. a) occurs, this begins the probationary period:
 - a. The sub-editor has met any of the criteria in 2), otherwise known as a violation.
 - b. The Editor must then explain to the sub-editor how they have committed a violation. This explanation must occur with one other Board member present to act as an observer, not an arbitrator.
 - i. The sub-editor in question may also nominate their own observer, and they should be informed of this ability prior to the meeting.
 - ii. The observing Editor should take minutes. These minutes must be signed off by the sub-editor.

- iii. It is recommended that the sub-editor, if they so wish, use this meeting to explain and/or justify their actions. This recommendation must be communicated to the sub-editor prior to the meeting.
 - c. The Editor must explain to the sub-editor how they can work to rectify the violation so that any and all cases in 2) are not met. These commitments should be actionable.
 - i. This probationary period ends when it either expires, or when the Editor is satisfied the sub-editor has actioned the standards communicated in 3) c.
 1. If the Editor is satisfied the sub-editor has actioned the standards communicated in 3) c. and hence has ended the probationary period, this must be communicated to the sub-editor.
 - ii. Violations that occurred in one probationary period cannot be considered in another probationary period.
4. Once steps 3) a., b. & c. have been followed twice – that is, the sub-editor has committed two violations, been informed of such, and been told how to rectify the situation – they must be given, in writing, a notice that if they commit another violation, they may be dismissed from the organisation.
 - a. It is at the discretion of the Editor if they choose to allow for the sub-editor to commit more than 3 violations before dismissal.
5. Once the sub-editor has committed three violations and the procedure outlined in 3) & 4) has been followed, they may be dismissed from their position. The Editor must make the case for dismissal to the whole Board, and at least one other Editor must second the dismissal. This is not a formal Board motion.
 - a. The minutes from each of the three meetings outlined in clause 3) b. must be made available for the Board for inspection.
 - b. It is recommended that the Editor to second the dismissal is not the same Editor who observed the meeting in 3) b.
6. When the Editor uses their discretion within this policy, they must consider any extenuating and/or mitigating circumstances.
7. Gross violations which demonstrate an attitude incompatible with the *Woroni Values Statement*, the Constitution, or the law, can result in an immediate dismissal without the Editor following any of the steps in this policy. Instead, the Editor presents a formal motion for immediate dismissal to the Board.
8. A sub-editor can also be dismissed at the end of the duration of their MOU without clauses 2), 3) & 4) occurring if the Editor makes the position redundant.

- a. When a position is made redundant, it must cease to exist within the portfolio, both in name and in operation. A sub-editor cannot have their position made redundant, and then have another co-opted member hired into the same position.
 - i. This does not apply to duplicated positions, such as two sub-editors performing the same role within a portfolio. To be clear, if there are two duplicate positions, and one is made redundant, there should only then be one of the positions in the portfolio.
 - b. An Editor does not require Board approval when making a position redundant.
 - c. It is recommended that, pursuant to this clause, the first MOU for a newly created position last only for one semester.
 - d. A position made redundant cannot be reinstated during the term of the Editor who made it redundant.
9. At any time, any member of the organisation is allowed to refer this process to the Editor-in-Chief, the Board as a whole, or to the Grievances and Disputes Panel.
10. It is recommended that the Editor brief the Board on any violations that occur, and their work regarding clauses 3) & 4).