

WORONI

Australian National University Student Media

OFFICE CONDUCT POLICY

1. Purpose

1. ANU Student Media is committed to providing a safe, flexible and respectful environment for staff, volunteers, clients, members and Editors, free from all forms of discrimination, bullying and sexual harassment.
2. All ANU Student Media Editors, volunteers and staff are required to treat others with dignity, courtesy and respect to promote a safe work environment.
3. By effectively implementing our Office Conduct Policy we will attract and retain talented staff/volunteers and create a positive environment for staff/volunteers.

2. Scope

1. This policy applies to:
 - a. board members
 - b. all staff, including: managers and supervisors; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors and volunteers
 - c. any contributors, guests or visitors of board members or staff members who are occupying the office spaces, or are present at ANUSM events
 - d. how ANU Student Media provides services to clients and how it interacts with other members of the public
 - e. all aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport
 - f. on-site (including the ANUSM office and radio studio), off-site or after hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their ANU Student Media duties
 - g. staff treatment of other staff, of clients, and of other members of the public encountered in the course of their ANU Student Media duties.

3. Responsibility for the Office

1. Responsibility for the cleanliness of the ANUSM office lies with all ANUSM members who use the space.
2. The Executive Officers of the Association shall have overall responsibility for the maintenance of the office and the enforcement of this policy.
3. The Executive Officers of the Association may issue any notice or direction regarding office conduct which is within the purpose and scope of this policy.
4. Notwithstanding 3.2 and 3.3 in the event of a conflict, any policy governing the equipment or assets of the Association shall prevail in any situation in which the equipment or assets of the Association are involved.

4. Compliance with the ANU Student Code of Conduct

1. Staff and volunteers (including Editors), as students of the Australian National University must also abide by the [ANU Student Code of Conduct](#).

5. Conduct within the Office

1. All Staff or Volunteers must comply with the Workplace Discrimination Policy to promote respect, safety, equity and access within the ANUSM office spaces.
2. Staff or Volunteers are expected to assist in keeping the general and individual work area tidy. This includes:
 - a. tidying up the board room after each meeting, in order to avoid delays for the next group scheduled to use the room.
 - b. ensuring that all dishes used are cleared from desks and subsequently washed prior to leaving the office.
 - c. keeping workplaces clean and neat. As such, desks shouldn't be cluttered with documents or other equipment as these are to be kept inside the appropriate storage area or desk trays.
 - d. cleaning up after using the kitchenette, including putting away any dishes, coffee/tea, and throwing away any garbage.

6. Breach of Office Conduct Policy

1. ANU Student Media manages any breaches of this Office Conduct Policy in accordance with the ANUSM constitution.
2. Individuals bound by this policy who breach their responsibilities under the Office Code of Conduct are expected to acknowledge responsibility and participate, in good faith, in restorative activities to put things right when required.
3. Serious breach of responsibilities may be grounds for termination from all positions within ANUSM, or further opportunities to engage with the organisation.

7. More Information

1. If you have a query about this policy or need more information please contact the ANUSM Deputy Editor-in-Chief at woronideputy@gmail.com
2. ANU Student Media strongly encourages all members of the ANUSM community to report behaviour that does not promote a respectful, safe and equitable work environment by contacting an Editor of the organisation.
3. Members of the ANUSM community who do not feel safe or confident to take such action may seek assistance from the ANUSM Editor-in-Chief, for advice and support or action on their behalf. They can be contacted at editorinchief@woroni.com.au

8. Policy Details

This policy was adopted by ANU Student Media on 23/01/2018

The policy was updated on 02/03/2021

The policy was last updated on 01/06/2023