



KFAI Code of Conduct

For Staff, Board Members, and Volunteers

Released January 2021

Mission Statement

KFAI is a volunteer-based community radio station that exists to broadcast information, arts, and entertainment programming for an audience of diverse racial, social, and economic backgrounds. By providing a voice for people ignored or misrepresented by mainstream media, KFAI increases understanding between peoples and communities, while fostering the values of democracy and social justice.

About

KFAI staff, board members, and volunteers come from backgrounds and cultures as diverse as the station's audience and are representatives of KFAI. To help KFAI achieve success in meeting its mission, all representatives of KFAI are expected to respect and seek to understand each other.

The Rules of Conduct are in place to allow us all to meet these expectations. KFAI takes seriously the standards set forth in the Code. All staff, Board of Directors, and volunteers are representatives of the organization and are responsible for knowing and adhering to the values and standards set forth in this Code.

Violations of the Code of Conduct are cause for disciplinary action up to and including termination of employment, board service, or volunteer privileges.

Inclusivity Commitment

We know that communities are strongest when they are open, inclusive, and compassionate. Inclusion has to do with people with different identities feeling and/or being valued, leveraged, and welcomed within a given setting

KFAI is committed to a future where our station is a home for all people, reflective of our community and audience. As a representative of KFAI it is important for you to understand KFAI's commitment to:

- Celebrating diversity in our programming and people
- Preventing bullying, harassment, and discrimination
- Increasing the cultural competence of staff, board members, and volunteers
- Using a person's preferred name and pronoun that corresponds to the person's gender identity

General Expectations and Prohibited Conduct

The success of KFAI is dependent on the trust and confidence we earn from our employees, board of directors, volunteers, and contributors. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching organizational goals through honorable conduct.

It is important for all representatives to understand base expectations, as well as conduct that is prohibited. Keep in mind that all representatives of KFAI have a responsibility to act in the best interest of KFAI

Representatives shall:

- Disclose all potential and actual conflicts of interest.
- Respect the confidentiality of information acquired while doing business except when authorized or otherwise legally obligated to disclose.
- Honestly represent the facts of a payment regardless of the payee's tax benefit.
- Abide and adhere to all IRS regulations regarding the acceptance of donations, including any quid pro quo restrictions.
- Comply with applicable rules and regulations of federal, state, and local governments and other appropriate private and public regulatory agencies.
- Proactively promote ethical behavior as a responsible partner in the work environment and the community.
- Report known or suspected violations of this code in accordance with the KFAI's Whistleblower Policy.
- Be accountable for adhering to this code.

Representatives shall not:

- Engage in activities that conflict with the fiduciary, ethical, and legal obligations to the organization.
- Exploit any relationship with a donor, prospect, volunteer, or employee for personal benefit or for the benefit of members of KFAI or the community it serves.
- Make promises on behalf of the organization that compromises the organization's operational policies and standards.

Differences between harassment, discrimination and bullying

The Code of Conduct addresses several types of inappropriate behavior in the workplace. Why do we need so many distinctions? Because some actions are both unacceptable and unlawful, while other behaviors, while not illegal, are unacceptable in our workplace. For example:

- Harassment based on a protected class characteristic (race, age, gender, etc.) is both unacceptable and illegal.
- Discrimination based on a protected class characteristic is both unacceptable and illegal.
- Bullying, while not illegal, is not acceptable in KFAI's workplace. Bullying behavior does not have to be based on a protected characteristic. There may be an "equal opportunity bully" who bullies everyone, or a bully who targets a specific individual for some reason.

Harassment and Discrimination

KFAI is committed to providing an environment that is free from discrimination and disrespectful and/or offensive behavior. Assume your actions and environment may be observed by staff members, volunteers, board members, or donors at any time, and act accordingly. Disrespectful and/or offensive behavior, including inappropriate or degrading remarks and conduct, has the potential of being perceived as harassment or discrimination. Harassment and discrimination are prohibited and will not be tolerated by KFAI.

Definition of Harassment

Disrespectful and offensive behavior includes unwelcome remarks and physical conduct that denigrates or shows hostility toward an individual's race, color, creed, religion, ancestry, national origin, sex, disability, age, sexual orientation, gender identity, gender expression, marital status, familial status, and status regarding public assistance.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to this conduct is made either explicitly or implicitly a term or condition of an individual's employment or volunteer position.
2. Submission to or rejection of this conduct is used as a component or basis for employment or volunteer decisions affecting an individual; or
3. The conduct has the purpose or effect of substantially interfering with an individual's performance or of creating an intimidating or hostile environment.

Harassment may be verbal, physical, written, or visual. Conduct that may constitute harassment includes, but is not limited to, sexual or suggestive comments or jokes, sexual propositions, sexual remarks, unwanted sexual advances, patting or unnecessary touching, unwanted staring or leering, pressure for sexual favors in return for special treatment on the job, or unfavorable treatment or harassment not of a sexual nature directed toward an individual because of their sex, race, religion, or other protected characteristic.

Complaint Procedures

Any person who believes that this policy has been violated is strongly encouraged to report the conduct that they believe violates the policy. A person may make their concerns known by:

- Telling the person engaging in the harassing conduct or communications that the conduct or communication is offensive, against this policy, and must stop; or
- Advising the General Manager or other organizational leader. This option should be used if an individual does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication has been unsuccessful. If the individual engaging in the offensive conduct or communication is an employee's supervisor, the employee should immediately contact the General Manager, or the Leadership Committee of the KFAI Board of Directors.
- Putting the facts surrounding the harassing conduct or communication in writing. Complaints of prohibited harassment are investigated impartially. The investigation may include interviews with the individual making the charges, the accused individual, and appropriate witnesses.

Investigation and Action

Upon receipt of a report, KFAI will investigate all complaints as soon as practicable in a confidential and thorough manner. While complete confidentiality cannot be guaranteed, every attempt will be made to use confidential information in a discreet manner.

Cooperation with any investigation is required of all employees, volunteers, and board members as part of their responsibilities. Any person who fails to cooperate in an investigation may be subject to disciplinary action, up to and including termination of employment, board service, or volunteer privileges.

When a person is determined to have violated this policy, KFAI will take disciplinary action, up to and including termination of employment, board service, or volunteer privileges.

KFAI may seek legal redress, including attorneys' fees and costs, against any employee or other person who causes KFAI to incur any expense or liability as a result of prohibited behavior.

No Retaliation

KFAI is committed to maintaining an environment in which people feel free to report all conduct that they believe violates this policy using the procedures set forth in this policy. No retaliatory action will be taken against any person who reasonably and in good faith reports conduct which they believe may violate this policy. No retaliatory action will be taken against any individual who in good faith assists or participates in an investigation, proceeding, or hearing relating to a complaint involving conduct that may violate this policy. Any person who violates these provisions may be subject to discipline, up to and including termination of employment, board service, or volunteer privileges.

Bullying

KFAI will not tolerate any bullying behavior.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when determining corrective action. As in sexual harassment, it is the effect of the behavior upon the individual that is important. KFAI considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Contract for Respect

- Treat others with respect. This includes respecting the personal space and personal information of others. If you feel you have been disrespected, or if you have a concern about the treatment of another person, contact a staff member. If a staff member cannot address your concern, you may consider filing a grievance (see Grievance Policy).
- Respect KFAI property. KFAI's studios, and the various types of production and broadcast equipment that we own, make it possible to produce community-based radio for the Twin Cities. To ensure that these resources are used properly and remain in working order, it is important that you know the rules governing studio and equipment use.
- NO SMOKING anywhere in the building.
- NO EATING or DRINKING in the studios, with these exceptions: you may eat and drink in Studio 5 during pledge drive, committee meetings, or special events.
- All equipment is the property of KFAI and is for KFAI use only.
- Most equipment cannot be taken off station property; only certain remote equipment can be checked out with staff permission or as approved by the General Manager.
- Report all damaged equipment to KFAI staff as soon as possible.
- KFAI's CDs, albums, and cassettes cannot leave the station. Taking these items out of the station is considered theft. Theft of any kind is cause for immediate dismissal.
- Unscrupulous or unwarranted destruction of KFAI's property, signal or web functions shall also be cause for immediate dismissal.
- In grave instances of theft or destruction (as described), staff will alert city police.

Stay informed

- Check mailbox, bulletin board, email, newsletter, forum, and the website for regular station updates and announcements
- Keep your contact information current
- Attend station meetings
- It's a 2-way street to communicate!

Get involved

KFAI depends on people power. Find new ways to get involved!

- Be an active volunteer (9 hours/month for 3 months).
- Participate in meetings
- *Vote* in elections
- Help with pledge drives
- Find your niche!

- Sign up online

Be responsible

- Be on time for volunteer assignments. Inform other volunteers on your team, or the appropriate staff member, if you are going to be late.
- Show up on time if you have signed out a production studio.
- Call the Emergency Contact if you are unable to make your on-air scheduled time.
- Put equipment and materials (library music or studio and recording equipment) back when you are finished.
- Do your dishes, clean up after your work, throw away your trash, etc.

Representative Acknowledgement

I acknowledge that I have received a copy of the KFAI Code of Conduct. It is my responsibility to read and familiarize myself with the contents. I agree that if there is any information that I do not understand, I will seek clarification.

In addition, I understand that this Code of Conduct is in effect on the date of publication. I understand that nothing contained in this document may be construed as creating a promise of future benefits or a binding relationship with KFAI.

My signature on this page serves as an acknowledgement of my responsibilities as a representative of KFAI.

Date:

Signature:

Printed Name: