

PROCEDURE – DISCIPLINARY

Purpose of Procedure

The purpose of this Eastern Community Broadcasters Inc hereafter referred to as Radio Eastern fm procedure is to provide guidance to the disciplinary process.

.Background

This procedure is based on Radio Eastern fm collective Policies and Procedures.

Procedure

In the instance of:

- a. gross misconduct occurring
- b. safety issues
- c. compliance obligations
- d. the station or other urgent concerns arising.

an immediate suspension or expulsion may occur by the Radio Eastern fm President or his/her duly authorised person acting in concert with the Secretary or his/her duly authorised person .

Suspension or Expulsion shall be confirmed in writing within twenty four (24) hours by letter or email.

Where expulsion is imposed, the individual(s) may appeal this decision to the Committee of Management (CoM). In accordance with the Rules of the Association, if the member(s) remains aggrieved, they may appeal the decision at a General Meeting of the Association.

Where disciplinary action is deemed necessary by suspension by the CoM, then CoM shall supply written details associated with the incident(s) to the member who will have up to seven (7) days to submit a written detailed account and reasoning as to why a suspension should not be imposed. Any correspondences to CoM on the disciplinary matter shall include information that shows the Rules of Association, Policies and/or Procedures have not been contravened.

Any suspension shall be for a minimum of seven (7) successive calendar days. Any further extension of the suspension period shall be confirmed by the CoM.

The decision made by CoM shall be final and no further correspondence shall be entered into.

This Procedure is supported by the Disciplinary Policy

Procedure reviewed and updated: 06-03-2025