

## **KKFI Code of Conduct**

KKFI is committed to a work environment in which all individuals are treated with respect and dignity, as are the facilities and resources of the station. The following Code of Conduct is intended to apply to our staff, volunteers, Board of Directors, and guests.

### **A. Grievous Harm**

Any person(s) whose act or failure to act endangers the broadcast license of KKFI or its democratic system of governance or who otherwise contrives, causes, or attempts to cause harm of a serious or potentially fatal nature to the corporation may be determined to be working against the best interests of KKFI, and to have betrayed the Mission and Philosophy of KKFI and Mid-Coast Radio Project, Inc.

**Penalty: Immediate Termination by General Manager or Other Designated Person**

### **B. Threat to the Safety of Others**

Everyone has the right to feel safe while at KKFI. No firearms or other weapons are allowed on KKFI premises at any time. Physical violence or threatening a KKFI volunteer, staff member or guest, either on or off the premises, will not be tolerated.

### **C. Respect for Others**

Volunteers, staff, listeners, guests, and callers must be treated with respect and courtesy. Bullying will not be tolerated.<sup>1</sup>

### **D. Prohibition Against Discrimination, Harassment and Hate Speech**

KKFI expects that all interactions and relationships among its staff, volunteers, Board of Directors and guests will be businesslike and free of bias, prejudice and harassment. As examples, discrimination, harassment, or coercion on the basis of race, color, gender, sexual orientation, gender identity, gender expression, nationality, national origin, ancestry, religion, age, political affiliation, physical impairment or disability are prohibited. Hate speech is a form of disrespect, harassment and bullying and therefore prohibited. Hate speech is speech which is abusive or threatening or

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<sup>1</sup> Bullying is usually seen as acts or verbal comments that could 'mentally' hurt or isolate a person. Sometimes, bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people. It may also occur as a single act or on one occasion. Bullying may consist of physical actions, including gestures, words, electronic (cyberbullying), or written communication, and any threat of retaliation for reporting of such acts.

which expresses prejudice against a particular person or group, and any other form of expression through which the speaker intends to vilify, humiliate or incite hatred against a person or a group or class of persons, or which has the consequence of vilifying, humiliating or inciting hatred against a person or a group or class of persons whether or not intended.

#### **E. Equipment Damage/Tampering**

Diligent care must be taken in the use of all KKFI equipment. Misuse or tampering is strictly prohibited. The General Manager or Other Designated Person must approve any changes in the configuration or use of equipment. You may be held liable for careless or accidental damage to equipment.

#### **F. Personal Use of Equipment**

Neither volunteers, staff members, nor the general public can access our office or studio equipment for personal use, except as provided herein. All equipment is for the use of KKFI business and broadcasts only except as permitted by the General Manager or Other Designated Person or otherwise provided herein.

Limited use of the Community Room computer for personal use is permitted, provided that all requirements of KKFI policies are complied with, and your personal use does not interfere with KKFI business.

Use of KKFI's telephone system to make personal calls should be kept to a minimum so that the phone lines remain available for KKFI business.

#### **G. Theft**

Theft of any kind will not be tolerated.

**Penalty: Immediate Termination by General Manager or Other Designated Person**

#### **H. Vandalism/Malicious Mischief**

Sabotage, destruction or intentional damage to station property will not be tolerated.

**Penalty: Immediate Termination by General Manager or Other Designated Person**

#### **I. Alcohol/Drugs**

KKFI facilities are alcohol-free and drug-free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is absolutely

prohibited in any KKFI workplace or property. No one is allowed to be at the station, either on or off the air, while under the influence of alcohol or illegal drugs, or otherwise impaired by medication.

#### **J. Smoke/Fragrance in Studio and Offices**

Smoking or burning of candles or incense is not allowed in the studios or offices of KKFI. Smoke damages the equipment and its effects cannot be counteracted. Smoking is allowed outside the building as per Kansas City, Missouri City Ordinance. Inasmuch as many people have fragrance allergies, persons are discouraged from wearing fragrances in the studios or offices of KKFI.

#### **K. Guests**

All guests must sign in on the guest log and be informed of basic station policies, acceptable behavior and on-air protocol. Programmers are responsible for the behavior of their guests.

#### **L. Loitering/Unauthorized Parties**

Although KKFI is a community-oriented station, unlimited access to our facilities after business hours cannot be provided for non-essential persons or gatherings of persons. Parties and other non-business gatherings must be approved by the General Manager or Other Designated Person.

#### **M. Food and/or Beverage in Station**

On-Air Studio: Food and non-alcoholic beverages are allowed in the on-air studio, provided that food and beverage containers are not permitted on the tables where any of the broadcasting or other electrical equipment is located.

Production Studio: Food is not allowed in the production studio. Water in a spill-proof container is allowed, provided that beverage containers are not permitted on the tables where any of the electrical equipment is located.

Community Room: Food and non-alcoholic beverages may be consumed in the Community Room and other designated areas, provided that spill-proof containers should be used for any beverages placed on a table or desk where the Community Room computer or other computer equipment is located.

General: Food and beverages must be kept away from electrical equipment at all times. Spill-proof containers are encouraged for all beverages. You must clean up after yourself. If your consumption of food or beverages causes damage to any KKFI equipment through spills or otherwise, you will be responsible to pay for any repairs.

## **N. Posters, Notices, Etc.**

Posters or flyers posted or circulated on station property will be screened for content and offensive language. Items posted on the station bulletin board must be dated.

## **O. Station Cleanliness**

All public areas of KKFI should be kept clean. Clean up after yourself and your guests, and return equipment and materials to their proper places.

## **P. Penalties and Discipline**

Except where a penalty is specified within a section of this Code of Conduct, penalties for violations will be determined by the General Manager or Other Designated Persons (defined below), who will administer the penalties. In making such determinations, the General Manager or Other Designated Persons shall consider the facts and circumstances and the gravity and severity of the offense. Penalty options include, but are not limited to: a verbal or written warning, additional supervised volunteer hours or other required service to the KKFI community, suspension, and termination. A record will be kept of all disciplinary actions, and this record will be taken into account when determining penalties for any subsequent violations.

The prescribed disciplinary actions do not preclude the Board/General Manager/Other Designated Persons from making rare exceptions based on unusual, extraordinary or unforeseen circumstances as long as the future of the station has not been placed in jeopardy.

Other Designated Person - Person designated by the Board to exercise the rights and responsibilities as described in the KKFI Programmers Policy & Operations Manual and in this Code of Conduct.