

# STATION POLICY DOCUMENT



## Policy on Internal Conflict

Policy & Procedure document

### OUTLINE

In accordance with Code 1.5 of the Community Broadcasting Codes of Practice, the conflict dealt with here is that arising within the Committee or within other management bodies or between these bodies or between volunteers. It does not reference complaints from volunteers or members about the management of the Station.

THE POLICY OF THE STATION IN DEALING WITH INTERNAL CONFLICT IS:

1. Internal conflicts will be identified as soon as they become known.
2. The conflict will be resolved within the Association as comprehensively as possible.
3. Each person in conflict will have an opportunity to be heard and the process will be fair and clear with appropriate time limits.
4. The Station audience and supporters will be shielded from any effect of the conflict.
5. The best interest of the Association and its Station will be kept in mind in resolving the conflict.

THE PROCEDURE OF THE STATION IN DEALING WITH INTERNAL CONFLICT IS:

1. Any person involved in or aware of an Internal Conflict as described in the above Policy, should, in the first instance, describe the Internal Conflict in writing and address it to 'The Deputy Chairperson' of Capital Community Radio.
2. The Chairperson of the Committee or other management body will make time available at the next meeting (or at a special meeting if felt necessary) to deal with the conflict.
3. The meeting shall select either an identified individual who is acceptable and accessible to everyone, or may delegate a sub-committee, to contact the persons involved in the conflict. The individual or sub-committee shall attempt to reconcile the parties.
4. If, after 2 weeks, there is no reconciliation and the conflict is unresolved, a second and final attempt will be made by the person or sub-committee to settle the conflict before it is referred to the Committee. In any event, the person or sub-committee will refer back to the Committee in a timely manner.
5. If the conflict remains unresolved, the Committee will make a final decision on the conflict at its next scheduled monthly meeting or at a special meeting. If the conflict is between members of the Committee, they may attend but should not vote at that meeting.
6. A party to the conflict may appeal the decision of the Committee by special motion at the next Annual General Meeting of the Association.