

## **Stratcast – CODE OF CONDUCT**

1. The highest standards of ownership involving impartiality, integrity and objectivity must be maintained. Any conflict between The Management's personal interests and obligatory duties must be avoided. The Management and Stratcast Programme Associates (Associates being Stratcast programme staff) must not seek to gain material benefits through their performances.
2. The Management and S.P.A. must not seek any consultancy contracts or other employment (paid or unpaid) in direct competition with Stratcast. Management can make exception to such offers if written permission has been requested along with two signatories on approval.
3. The Management are required to maximise value for money through ensuring that Stratcast operates in the most efficient and economical way.
4. The Management is accountable to Stratford-on-Avon College, users of Stratcast services, members of public, and staff for the activities of Stratcast.
5. The Management and S.P.A must not disclose any information without the written consent of the person who provided the information. These restrictions will continue to apply once individuals have ceased membership.
6. Stratcast has a duty to establish a committee, which will be known as The Management. Stratcast shall appoint a Select Appointee who will act as the Chair of the committee. Stratcast shall appoint a small number of other members as it thinks fit. Stratcast may remove members from the committee for breaking such rules of conduct, bankruptcy, and misbehaviour. Stratcast, in this case, will be the appointees of the college to make such decisions.
7. Communications between the committee and Stratcast will be made available via its website. It will include minutes for the Stratcast meetings, with a report back from the Chair. The Management can agree to censor minutes, or part of, as it deems necessary.
8. Stratcast Programmes is responsible for providing Stratcast (the select appointees) with any information as may be requested concerning its policy decisions and actions. Accounts are subject to audit by a Stratcast select appointee. An annual report will be submitted on Stratcast Programme activities to the select appointees and members of the public.
9. The Chair will ensure that The Management meet regularly throughout the year and that the minutes accurately record decisions taken.
10. The S.P.A must follow the agreed scheduling plan for Stratcast. No unauthorised broadcasts are permitted. In certain circumstances, exceptions will be made as long as written permission has been requested and that The Management are in agreement, Two signatories will be required on approval.
11. The S.P.A must ensure that all content is of a suitable nature. The S.P.A. will be accountable to The Management, if such content is

deemed unsuitable. The Management has the right to remove programmes that continually break this ruling. Live shows where unsuitable content is beyond the Management's control will be acceptable with pre-approved warnings put in place during the show.

12. Unofficial advertising of products or companies not associated with Stratcast is not permitted.
13. All S.P.A must inform The Management for any periods of absence that will affect future scheduling. The Controller will seek to have relevant slots covered as appropriate. Only The Management can approve the cancellation of any shows. The Stratcast select appointees will be notified in the first instance.
14. All expenses must be forwarded to the Secretary for approval. A record will be kept for the financial year. It is up to The Management to approve all expenses.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Management:

Radio Controller – Sam Molloy

Television Controller – Wayne Bartlett

Stratcast Select Appointees – Andy Tyers, Phil Middleham

Secretary – Sophy Blount