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**CODE OF CONDUCT FOR
RADIO UNIVERS' STAFF AND VOLUNTEERS**

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CODE OF CONDUCT FOR RADIO UNIVERS' STAFF AND VOLUNTEERS

1.0 PREAMBLE

This code of conduct is made on mutual respect and responsibility and applies equally to the staff, volunteers, free lancers, independent producers and guests. This has been prepared to guide the conduct of all activities at the station premises (including the office and news room) and adjoining facilities. The Code draws from local and international sources including the Code of Ethics of the Society for Professional Journalists, the Ghana Journalists Association, relevant and applicable Code of Conduct, the Statutes of the University and any other relevant rules, regulations and/or Policies implemented by the University of Ghana. The purpose of the Code is to protect the credibility of RADIO UNIVERS news programming by ensuring among others, high standards of honesty, integrity, impartiality and conduct of staff and relationship with our publics. We accomplish this by (a) articulating the ethical standards we observe in pursuing and presenting stories, (b) setting rules and policies that prevent conflicts of interest, (c) establishing guidelines for actions that may reflect on RADIO UNIVERS.

2.0 SCOPE

Notwithstanding anything written herein, all Radio Universe Staff and or Volunteers shall at all times act in strict compliance with all subsisting University of Ghana Rules, Regulations and/or Policies.

This Code applies to:

- 2.1 All University staff, student volunteers, freelancers and guests of the RADIO UNIVERS;
- 2.2 All platforms for RADIO UNIVERS news content, including online; and
- 2.3 To material provided to RADIO UNIVERS news by independent producers and freelance reporters.

3.0 STATEMENT OF PRINCIPLES

Our coverage must be fair, unbiased, accurate, complete and honest. As RADIO UNIVERS journalists, we are expected to conduct ourselves in a manner that leaves no question about our independence and impartiality. We must treat the people we report on and our listeners with respect. We must act in accordance with the laws governing journalism and ensure no false, unverified, libelous or slanderous material is knowingly published. We shall act and comport ourselves with the highest professional and ethical standards.

- 3.1 Fairness means that we present all important views and sides on a subject and treat them as equally as possible. This range of views may be encompassed in a single story on any issue/matter, or it may play out over a body of coverage or series of commentaries. But at all times the commitment to presenting all important views must be conscious and affirmative, and it must be timely if it is being accomplished over the course of more than one story.
- 3.2 Unbiased means that we separate our personal opinions - such as an individual's religious beliefs or political ideology - from the subjects we are covering. We do not approach any coverage with overt or hidden agendas.
- 3.3 Accuracy means that each day we make rigorous efforts at all levels of the news gathering and programming process to ensure our facts are not only factual but also presented in the correct context. We make every possible effort to ensure commentaries are correct in assertions of fact. We attempt to verify what our sources and the officials we interview tell us when the material involved is argumentative or capable of different interpretations. We are skeptical of all facts gathered and report them only when we are reasonably satisfied of their accuracy. We guard against errors of omission that cause a story to misinform our listeners by failing to be complete. We ensure our language accurately describes the facts and does not imply a fact we have not confirmed.
- 3.4 Honesty means we do not deceive the people or institutions we report on about our identity or intentions, and we do not deceive

our listeners. We do not deceive our listeners by presenting the work of others as our own (plagiarism), by cutting interviews in ways that distort their meaning, or by manipulating audio in a way that distorts its meaning, how it was obtained or when it was obtained. Honesty means owning up publicly and promptly to mistakes we make on air.

- 3.5 Respecting the people and issues we report on and our listeners, recognizing the diversity of the Country and region in which we report, and the diversity of interests, attitudes and experiences of our audience. We approach subjects in an open-minded, sensitive and civil way.

4.0 ETHICAL STANDARDS

4.1 POLITICAL AND RELIGIOUS NEUTRALITY

RADIO UNIVERS maintains a very high standard of integrity in maintaining political and religious neutrality in its programming. On-air personnel are not allowed to use this public resource to further personal agendas of any kind. Personnel and reporters are prohibited from making religious or political calls to action, editorialize, include content or showcase views and opinions on sensitive or controversial issues.

4.2 DEROGATORY AND SLANDEROUS CONTENT

Broadcasters/reporters should not make or include any derogatory remarks or content directed at specific individuals or groups of persons or entity, or make or include any slanderous statements that make a false claim, with or without malicious intent, expressly stated or implied to be factual, that may harm the reputation, character or good name of an individual, business, product, group, government or nation.

4.3 CONFLICTS OF INTEREST

- 4.3.1 All staff of RADIO UNIVERS are in a position of trust in our obligations to our audience, the individuals and

institutions that we report on. To maintain that trust requires that there should be no real or perceived overlap between the private interests, opinions of RADIO UNIVERS journalists and their professional responsibilities. We are therefore obliged to conduct ourselves in a manner that inspires confidence and to be seen as independent and fair. Thus avoiding actual and apparent conflicts of interest or engaging in outside activities, public comment or writing that calls into question our ability to report fairly on a subject.

- 4.3.2 All RADIO UNIVERS employees have the responsibility to disclose potential conflicts of interest. Revealing a conflict of interest after an individual has already participated in coverage where such a conflict exists or appears to exist is strictly prohibited and shall lead to the sanctioning of the offending employee. RADIO UNIVERS journalists must, at the time they are first assigned to cover or work on a matter, disclose to their immediate supervisor any business, commercial, financial or personal interests where such interests might reasonably be construed as being in actual, apparent or potential conflict with their duties. This would include situations in which a spouse, family member or partner is an active participant in a subject area that the RADIO UNIVERS journalist investigates or reports on.
- 4.3.3 Unless authorized, no producer will make any mention on-air of any event, activity or cause that he or she (also including spouse, family member or companion) is connected to in any way. This includes concerts, public appearances, commercial establishments/ventures, political organizations-causes/beliefs/agendas or any other non-broadcast activities or associations of the producer. Using the public air waves for individual gain (monetary or otherwise, including but not limited to material goods, services, gifts, recognition or any other consideration) is a breach of fiduciary duty to the Radio which may lead to the termination of the person's employment or expulsion from the University.

4.4 NEWS GATHERING AND REPORTING

4.4.1 RADIO UNIVERS news puts its highest value on firsthand news gathering and confirmation of facts, as opposed to relying on material from other media house. RADIO UNIVERS journalists must take special care in the use they make of information from wire service stories, reports by other broadcast news organizations, newspaper clips or articles in other publications. No material from another source other than the Associated Press, G.N.A, URTNA, Reuters and other Wire services should ever be included verbatim, or substantially so, without attribution. Plagiarism is strictly prohibited.

MISCELLANEOUS

4.4.2 RADIO UNIVERS journalists should not speak on behalf of RADIO UNIVERS, or its policies and practices, unless authorized to do so by appropriate officials. All press inquiries about RADIO UNIVERS policies and practices must be directed to The Station Manager.

4.4.3 Generally, RADIO UNIVERS journalists may not endorse products or provide blurbs for books, movies or performances using their RADIO UNIVERS identification. The News Director or Station Manager may make exceptions to this rule.

4.4.4 RADIO UNIVERS journalists must not turn over any notes, audio or working materials from their stories or provide information they have observed in the course of their journalistic activities to government officials or parties involved in or considering litigation. If such materials or information are requested pursuant to governmental, administrative or other legal process, RADIO UNIVERS journalists should immediately consult their supervisors or the Station Manager.

4.4.5 RADIO UNIVERS owns material that has been collected or produced by RADIO UNIVERS journalists in the course of their duties, irrespective of whether it has been distributed on our air outright, and it may not be reproduced elsewhere without the permission of RADIO UNIVERS.

The provisions of this code are subject to the University of Ghana employment policies, and other policies made generally applicable to all RADIO UNIVERS employees.

5.0 GENERAL CONDUCT/BEHAVIOUR

5.1 DRESSING

Staff and volunteers must appear decent and presentable at all times when they report to work.

5.2 LANGUAGE

The use of insulting and offensive language on air and among colleagues is strictly prohibited

5.3 RELATIONSHIP

5.3.1 Staff must show respect to one another at the station at all times. This pertains equally to volunteers, producers and staff. Conflicts and differences in opinion should be handled in a mature, responsible way or reported to the Station Manager for resolution.

5.3.2 Any form of discrimination will not be tolerated at the station or on air. Producers and hosts are responsible for the actions of their guests at all times and must ensure their guests comply with the Code of Conduct. Failure to observe this shall lead to disciplinary action being taken against the offending staff

5.4 DECORUM/CANDOUR

- 5.4.1 Mobile phones must be switched off before entering the studio
- 5.4.2 No food or drinks are allowed into the studio. Chewing Gum is strictly prohibited in and around the studio.
- 5.4.3 Water bottles and sachet water should not be left in and around the studio.
- 5.4.4 Smoking is not allowed in any part of the premises of RADIO UNIVERS
- 5.4.5 Talking and noise-making in general in or around the main office(s) and surrounding areas of the studio is prohibited.

DISCIPLINE

Staff or volunteers are obliged to ensure strict compliance with the University's policies on the various applicable codes of conduct, rules, regulations and policies on acceptable conduct in the University.

Any breach of sections 5.5 to 5.9 shall result in disciplinary processes being initiated against offending persons.

5.5 FIGHTING

Under no circumstance should a Staff or a volunteer of the station fight within the premises of the station. Anyone who goes against this shall be suspended for a month and subsequently be dismissed if he or she fights again

5.6 STEALING

- 5.6.1 A person caught stealing shall be dismissed. This is without prejudice to any criminal action the station may institute against him or her.

5.6.2 The security personnel have the right to search anyone entering or leaving the premises of the station.

5.7 BANNED SUBSTANCES, WEAPONS AND USE OF ALCOHOL

Weapons, alcohol and banned substances are not allowed within the premises of RADIO UNIVERS.

5.8 IDENTIFICATION

All volunteers and staff of RADIO UNIVERS must always carry their identification tag and be ready to show this to the security personnel on duty anytime they report to work. The security personnel reserve the right to prevent anyone from entering the general office, studio, or newsroom if he or she fails to identify him or herself.

On arrival, visitors should ensure they report to the security and sign the appropriate book for recording guests to the station.

5.9 SEXUAL HARASSMENT

The University of Ghana's Anti-Sexual Harassment Policy shall be strictly adhered to by all Staff and Volunteers of Radio Univers.

Any breach or alleged breach of this Policy shall be referred to Management of the University of Ghana for determination in accordance with the rules stated in the Anti Harassment Policy.

6.0 RADIO UNIVERS' PREMISES AND FACILITIES

6.1 The premises of RADIO UNIVERS include the open space (area behind the School of Communication Studies' library and the frontage of RADIO UNIVERS main office), general office and reception, visitors or guest's room, studio, the canteen and the newsroom located at the Jones Quartey Building.

6.2 GENERAL OFFICE OPENING HOURS

The General Office of RADIO UNIVERS will be opened from 6 a.m. to 8 p.m. Permission to use the General office outside the stipulated time, must be first sought from the Station Manager. If this is approved, the security personnel on duty will be notified.

6.3 USE OF OFFICE EQUIPMENT AND INTERNET

Office equipment and machinery are strictly for official use. For the avoidance of doubt, official duties in this context include administrative use, news gathering and production work.

The viewing of pornographic material and websites on any official computer and within the precincts of RADIO UNIVERS is strictly prohibited.

6.4 GUEST ROOM

The visitor's room is meant to accommodate visitors to the station and producers of a running programme. All existing directives on the use of the place are all still valid and the security personnel on duty reserves the right to ask anyone sitting at the visitors room to leave if he or she does not fall within those who should be there at the time and has every reason to think that his or her presence at the place is likely to disturb an on-going programme.

6.5 STUDIO

All staff are to ensure they seek authorization and approval if they require to use any equipment belonging to the RADIO UNIVERS. Only student volunteers who have completed training may use studios and equipment. Unless permission has been sought and approval given, no equipment belonging to RADIO UNIVERS must be removed from the station. In the case where permission has been given, this should be recorded in the appropriate log book.

6.6 REPORTING INCIDENTS/FAULTY EQUIPMENT

Technical difficulties or broken equipment must be reported to the technician on duty.

6.7 SECURITY

The main door and all studio doors must always be locked before leaving the station unattended to; if you do not have a key, call the security. For your own safety, lock the main door when everyone is working in a studio and no one is watching the main door. Members who sign out station keys are responsible for their return to the security office and are not to pass the keys to any other person.

The studio is a professional environment and must be used as such at all times. It should accommodate only people who have Programmes and their producers at particular times.

6.8 STUDIO TIME

On-air personnel should sign up for RADIO UNIVERS studio usage in advance. Studio time may not be available to volunteer producers during regular business hours due to conflicts with regular station activities.

6.9 PRODUCTION TIME

In order to ensure smooth and reliable operations, all pre-recorded programs should be produced in advance as specified by management. RADIO UNIVERS's "normal" advance schedule is a week, but may and often is adjusted with management's approval due to timeliness requirements and other circumstances.

6.10 PROGRAMME LENGTH

On-air personnel must observe the time allocated for all programmes. Management may request both "voice out" and programme out end times. In addition, promos must adhere to specified lengths.

USAGE OF OTHER FACILITIES

6.11 RECORDING ROOM

The recording room is strictly for production purposes. At no point should any unauthorized person be found in the recording room. The technician on duty is the head of the Recording room and shall be responsible for the proper management of the facility.

6.12 NEWS ROOM

The News room is strictly for production of news and programmes. No visitors are allowed into the news room. Students are also prohibited from using the newsroom as a study room. In addition, all directives on the use of the news room are still valid. The librarian is responsible for the News room and shall be held personally liable if anything goes wrong in this facility.

6.13 CANTEEN

The canteen is solely reserved as an eatery. No guests should be entertained in this facility. Adequate cleanliness and proper waste management must be maintained to keep it as a hygienic facility.

7.0 PROGRAMME CONTENT AND STYLE

7.1 Determining programme content and style is a prerogative of management and includes the authority to alter and/or terminate programming at its sole discretion. Management will work closely with on-air personnel in developing and maintaining all programmes, and may endeavor to offer sporadic or regular guidance and advice, suggestions or required directives regarding the sound, style or content of the programme as it develops in order to ensure it best meets organizational goals to serve our listeners. On-air personnel are encouraged to actively participate in programme development and evolution by presenting ideas and offering alternative views. Final programming decisions, however, rest with management and the failure to follow and respect

organizational directives may result in removal from the air. Management may require and review regular or occasional on-air skimmer tapes as part of this process.

7.2 PROGRAMMES AND TRANSITIONS

Programmers are responsible for making every attempt to facilitate a smooth transition between programmes by preparing for their programme ahead of time, by arriving thirty minutes early, and by preparing to end their shows with a musical selection long enough that the next programmer has time to enter the studio. (One must sign out at least five (5) minutes before the next program; and must ensure that the next programmer takes over before exiting the studio). It is advisable that hosts arrive at least thirty minutes before the start of their programmes for adequate preparation before going on air. Programmers should also announce and promote other programmes and in particular the Programmes coming up after their Programme.

8.0 ENFORCEMENT OF THIS CODE

Enforcement of this Code is the responsibility in the first instance of every RADIO UNIVERS journalist/staff. This responsibility extends to both him/herself and to every other RADIO UNIVERS journalist/staff with whom he/she works. We should feel free to guide ourselves by offering suggestions to our peers to help them comply with their obligations under this Code.

Editors and producers shall pay special attention to the Code regarding matters they are editing or producing. For each story that is produced, they should be satisfied that the standards of this Code have been met. RADIO UNIVERS journalists who do not comply with the Code shall be subject to disciplinary action up to and including termination. Note that Management will in its sole discretion, determine whether these standards have been adhered to faithfully or violated. Consistent with Management's overall control of affairs, it may, in its sole discretion, take the action deemed appropriate.

SANCTIONS

Breach of this Code shall lead to the disciplinary processes of the University being initiated against the offending person.

Disciplinary processes will be initiated against any offending member. Minor breaches including but not limited to the

- a. foul language
- b. inappropriate dressing
- c. improper behavior
- d. inappropriate use of equipment

Dressing

Indecent dressing is strictly prohibited. A first time offender shall be suspended for two weeks and eventually be dismissed if he or she repeats it.

Language

Staff who use insulting and offensive language amongst themselves and on air shall be suspended for two weeks. A recurrence leads to dismissal.

Decorum

A person whose phone rings on air, eats or drinks in the studio, leaves water bottles/sachet in the studio or chews gum in the studio shall be suspended for two weeks.

Fighting

A person who fights within the premises of the studio shall be suspended for a month and subsequently dismissed if caught in a fight again.

Stealing

A person caught stealing shall be dismissed.

Sexual Harassment

A person who sexually harasses anyone at the station shall be dismissed.

Use of Office Equipment And Internet

A person caught viewing pornographic material and websites on any official computer and within precincts shall be dismissed.

APPENDIX A

Notwithstanding any disciplinary action taken under this Code by Radio Univers, the University reserves the right to further investigate and where appropriate, sanction any Radio Univers Staff or Volunteer whose action(s) is in breach of any of the University of Ghana's Rules, Regulations and/or Policies.

