CFRC 101.9 FM
Radio Queen's University
62 Fifth Field Company Lane
Kingston, Ontario
K7L 3N6

Radio Queen's University Journalist Code of Conduct

The Employee is responsible for producing original journalistic content for distribution on CFRC's platforms in addition to the national distribution platform. In undertaking their work, the Employee is responsible for producing news content according to the Content Expectations and journalistic principles listed below and following nationally recognized journalistic principles, standards and practices at all times.

Content Requirements

The Local Journalism Initiative (LJI) is funded by the Government of Canada and supports the creation of original **civic journalism** that covers the diverse needs of **underserved communities** across Canada (i.e. regions and communities with little or no access to local news and public interest information).

What is civic journalism?
Civic journalism is the collection, investigation, and dissemination of information for the public, undertaken by a professional journalist who follows a recognized code of ethics. This information may cover the activities of the country's civic institutions or subjects of importance to society. Civic journalism covers the activities of the country's civic institutions (for example, courthouses, city halls, band councils, school boards, federal Parliament, or provincial legislatures) or subjects of public importance to society.

What are "subjects of public importance to society"?

"Subjects of public importance" refers to anything happening in the community that falls outside of the "civic news" banner that might be of public interest and has considerable impact. For example, a community could have very active charities and non-profit organizations, community associations, art collectives, sport associations, and so on. Or maybe there is a significant event happening like an annual arts festival, a demonstration or a protest. There is room for interpretation, but the "subjects" must be newsworthy.

What is considered newsworthy?
A news story is considered as such when it is **significant, interesting, and new**.

● Significant = would have a considerable impact on many people's day-to-day lives Eg: New legislation proposed by city council on chickens in backyards

● Interesting = unexpected or remarkable if it's outside the norm Eg: an annual music festival seeking to be the first in its area that is completely carbon-neutral

● New = up-to-date events, phenomena, occurrences, or initiatives
Eg: a new non-profit that is open in the community to help senior residents cope with

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isolation and loneliness

Typically, a news story is "someone doing something for a reason." For example, a tenant seeking legal action against their landlord after an unlawful eviction. Or a city councillor presenting a motion on chickens in backyards to appease their constituents. News stories need to maintain a human angle.

All LJI journalists funded through the CRFC, as well as the content they create, must respect these nationally recognized journalistic principles as expressed through the CBC's Journalistic Standards and Practices (JSP)in order to maintain journalistic integrity and strive for journalistic excellence.

As a journalist funded through the Local Journalism Initiative, the Employee recognizes that they are working for the public interest and, as such, there are certain social responsibilities to uphold. The Journalistic Standards and Practices can help guide the Employee in navigating complex issues to preserve credibility and ensure the public receives accurate and timely news and information. From profanity to anonymous sources, the CBC's JSP outlines best practices to produce news. As Canada's public broadcaster, there is significant overlap with the Community Radio Fund of Canada and Local Journalism Initiative program's approach and editorial vision.

Journalistic Principles

Six primary principles are followed on the LJI program: Accuracy, Impartiality, Independence, Integrity, Accountability, and Diversity. These principles shall guide the Employee's work every day in our underserved community.

Accuracy Journalists must verify all facts and sources in all stories. This is a legal and ethical imperative of the news, as journalists present information as truthful. This is the bedrock of journalistic work.	**Impartiality** Fairness and balance must be sought in all coverage. Neutrality, or objectivity, should be the approach, and journalists must not allow their own biases and assumptions to dictate an angle or drive the story.
Independence Journalists serve the public and democratic interests first. Interests (sources, private, public, etc.) may conflict on news coverage, but serving the public is the first priority, and, in turn, independence from interests must be maintained.	**Integrity** Journalists must strive to be honest in all their dealings with the public, understanding that LJI journalism is about building working relations in underserved communities in order to share stories from those communities.
Accountability Journalists must be responsible for all aspects of their work, from the initial story pitch to the air time and beyond. They are the producers of their content and therefore are accountable for all elements of their coverage.	**Accountability** Journalists must be responsible for all aspects of their work, from the initial story pitch to the air time and beyond. They are the producers of their content and therefore are accountable for all elements of their coverage.
Diversity News coverage must include people and	

perspectives from a variety of different ethnic, social, economic, cultural and religious backgrounds and gender and sexual orientations. LJI news must represent the diverse nature of the communities the program serves.	

Artificial Intelligence

The Employee agrees to follow Radio Queen's University policy related to the use of AI. The Employee shall not use artificial intelligence for scripting or recording in the creation of original news media for CFRC and Frequency platforms. Where the Employee may mobilize AI for transcription purposes, the Employee is responsible for reviewing word for word the accuracy of any transcript generated using an AI application.

Workflow:

With the above in mind, the Employee will follow the workflow outlined below

- Weekly CFRC editorial meetings
- Weekly CFRC staff meetings
- Weekly delivery of fully produced Kingston Currents program
- Twice weekly delivery of fully produced Today in YGK programs in collaboration with CFRC staff and volunteers
- Daily delivery of 2 minute news briefs in collaboration with CFRC staff and volunteers

Personal Conduct: The practice of professional, respectful and courteous interpersonal relations and between Journalists, staff, volunteers and the public with whom the station interfaces is a condition of employment as outlined in the RQU's anti-harassment policy. Breach of this may result in termination of employment.

Conflict of Interest: Conflict of Interest occurs when the Employee's personal interests, those of a family member or those of someone with whom they have a close personal or business relationship, affect or might affect their judgment or ability to carry out their duties at Radio Queen's University and/or Frequency with objectivity, independence and impartiality.

The Employee will disclose any conflicts of interest to Station Management and refrain from doing stories about or with such people or issues if or when a conflict exists.

Non-Competition and Confidentiality: As a Journalist, the Employee will have access to confidential information that is the property of the Employer. The Employee is not permitted to disclose this information to anyone outside of the Station.

During the Employee's time of Employment with CFRC Radio Queen's University, it is at the discretion of the Station Management to determine whether the Employee may engage in any work for another

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media organization that is related to or in competition with the Station. The Employee will fully disclose to Station Management any other employment relationships they have, and the Employee may be permitted to seek other employment provided that (a.) it does not detract from their ability to fulfill required duties, and (b.) they are not assisting another organization in competing with the Station.

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