

# STATION POLICY DOCUMENT



## Policy on Discipline and Dismissal of Volunteers

### OUTLINE

In accordance with Code 2.3(d) of the Community Broadcasting Codes of Practice, this Policy and Procedure deals with disciplinary measures and dismissal of the Station's volunteers. It aims to provide a clear and fair structure that is understandable to both management and volunteers.

### THE POLICY OF THE STATION REGARDING DISCIPLINE OF VOLUNTEERS IS:

Volunteers are an invaluable resource to Capital Community Radio and our primary aim is to encourage and support their contribution to our station. However, it is also recognised that there may be times when a volunteer needs to be counselled, disciplined and perhaps dismissed.

We undertake to handle such situations in a professional manner, ensuring communication between our station and the volunteer is clear, fair, objective and remains within the policy outlined below.

Throughout the process the Management Committee will reflect on its own operations as well as those of the station and will consider the circumstances, actions and behaviour leading to the situation.

## **THE PROCEDURE OF THE STATION REGARDING DISCIPLINE OF VOLUNTEERS IS:**

1. The procedure for disciplinary action against a volunteer shall include:
  - Formal notice in writing that disciplinary action is being taken
  - Notice to the volunteer of suspension or dismissal from duties.
2. For issues that are considered minor a conversation with the volunteer may be appropriate; however this will not be considered part of the formal disciplinary action (although it may be referred to in later action).
3. Written notice will include details of the issue and, where feasible, evidence. In a case where the disciplinary measure has been instigated by a complaint, it may be appropriate to include a copy (with identification removed) or extract of this complaint.
4. Further disciplinary actions, such as a suspension of volunteer duties for a period of time, may also be appropriate. In such cases these actions will be included with the formal notice in writing.
5. Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time, eg: not immediately prior to, or during a broadcast
6. Notice of a disciplinary measure will be given in accordance with Rule 2.2 of the Constitution.
7. Conduct which may lead to disciplinary action includes, but is not limited to:
  - a. Poor timekeeping and unreliability
  - b. Not following pre-existing station rules and policies
  - c. Engaging in acts or broadcasts which may breach the Codes of Practice
  - d. Engaging in broadcasts which may breach other related legislation such as the Broadcasting Services Act 1992 (which includes sponsorship provisions), copyright or defamation laws
  - e. Inappropriate handling or use of station equipment or other property
  - f. Rudeness or hostility towards other volunteers
  - g. Intoxication through alcohol or other substances while volunteering
  - h. Publicly bringing Capital Community Radio into disrepute
  - i. In the case of a Presenter, failure to provide a record of musical works broadcast during a scheduled APRA Reporting week or unreasonably delaying supply of such a record
  - j. Failure to comply with other operational requirements
  - k. Conduct or behaviour which is detrimental to the interests of the station,
  - l. Being a Volunteer and failing to attend to duties when required without satisfactory explanation, or quitting without notice.

8. Some conduct may be tantamount to 'gross misconduct', in this instance a volunteer may be dismissed without prior warning. Conduct which may be classed as gross misconduct may include, but is not limited to:
  - a. Verbal or physical abuse or harassment of any other volunteer, member or guest of Capital Community Radio, particularly in respect of race, sex or religion
  - b. Wilful damage to or theft of property belonging to Capital Community Radio or other volunteer, member or guest of Capital Community Radio
  - c. Falsifications of any of the organisation records for personal gain
  - d. Commercial misrepresentation of Capital Community Radio.
9. In a case of a volunteer being dismissed without a prior warning, the volunteer will be provided with a right to an appeal.
10. Where the volunteer is also a member of Capital Community Radio Inc. their conduct or behaviour may result in their membership being suspended or result in them being expelled as a member.