

PRINT HANDICAPPED RADIO OF ACT INCORPORATED

Policy

Rights and responsibilities of volunteers

Approved 4 September 2017

Policy - Rights and responsibilities of volunteers

Background

Radio 1RPH is a community radio station, which relies largely on the efforts of our volunteers to maintain operations.

We aim to treat all of our volunteers equally, with respect and trust, and to provide a workplace that is safe, enjoyable and fulfilling. We will endeavour to provide a working environment that is flexible in order to allow our volunteers to gain the benefits they wish from volunteering. Conversely, we expect our volunteers to act professionally and in good faith towards our station at all times. We expect that they hold the interests of our station and its community in equal regard to their own to ensure positive outcomes for themselves, our station and the community we serve.

Purpose

This document is the 1RPH policy on the responsible management of our volunteer program and sets out the roles and responsibilities of volunteers and our station.

Policy

As a volunteer at 1RPH you have the right to:

- be treated as a co-worker
- suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment
- know about the organisation, its policies, people and programs, as is appropriate
- expect clear and open communication from management and staff at all times
- be given appropriate orientation, introduction and provision of information about new developments
- advance notice (where possible) of changes which may affect your work (such as programming changes)
- undertake your volunteer activity without interruption or interference from management, staff or other volunteers
- a place of work complying with statutory requirements in regard to equal employment, anti-discrimination legislation, the Commonwealth *Racial Discrimination Act 1975* and occupational health and safety standards
- be heard, to feel free to make suggestions and to be given respect for your honest and constructive opinion
- appropriate insurance cover such as volunteer and public liability insurance
- appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration to assist with resolving the dispute
- receive written notification and reasons for suspension/release of services
- have services appropriately assessed and effectively recognised
- have training provided that will enable participation at the station at a variety of levels.

As a volunteer at 1RPH you have the responsibility to:

- have a professional attitude towards your voluntary work
- be prompt, reliable and productive with regard to commitments and agreements made with 1RPH
- notify the appropriate person if unable to meet commitments
- understand and adhere to the Community Radio Broadcasting Codes of Practice and maintain familiarity with broadcast laws such as defamation law and the *Broadcast Services Act 1992*
- not represent 1RPH publicly or commercially unless prior arrangement has been made
- not bring into disrepute the operations, committee, employees or other volunteers of 1RPH
- treat technical equipment with due care and respect and to notify technical staff of faults and problems
- undertake to complete a minimum of the basic level of training offered at the station if you are intending to work in any area of programming
- only use station resources and equipment in carrying out work for 1RPH and not for personal or private purposes
- ensure that the station has your current contact details
- respect the racial and religious backgrounds and the sexual preferences of your co-volunteer workers and work to ensure that 1RPH is a safe work place for everyone
- contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behaviour which is discriminatory.

The rights of 1RPH towards volunteers:

- expect your cooperation in working to uphold and maintain the station's mission statement and programming policies as set out in the RPH Protocols for Broadcasting (October 2016)
- expect you to be familiar with the laws relating to broadcasting, station policies and procedures
- expect you to be prompt, reliable and productive with regard to commitments and agreements made with 1RPH
- have confidential information respected
- make a decision, in consultation with you, as to where your services and skills would best be used
- make decisions which may affect your work
- make programming decisions in accordance with programming policies and procedures
- develop, implement and enforce rules, policies and procedures for all aspects of station operation
- develop and maintain all property of the station
- provide you with feedback to enhance your programming and broadcasting development
- expect clear and open communication from you at all times
- suspend or dismiss you in accordance with station policies and procedures.

1RPH has the responsibility to:

- provide you with a work environment which embraces the principles of access and equity
- value the importance of your role within the organisation
- place you in an appropriate, suitable position and environment
- give you appropriate tasks in accordance with your strengths, abilities, training and experience
- provide you with relevant training so that you can expand your expertise and abilities
- acknowledge your contribution to the station
- ensure employees have the appropriate skills required to work with you
- provide adequate opportunities for formal and informal constructive feedback
- provide you with information regarding any activities or changes at the station which may affect your work
- consult with you (where possible and practicable) on issues that may affect your work
- ensure that all station democratic processes are adhered to.