

PRACTICE & PROCEDURE – DISCIPLINARY ACTION

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At Alive 90.5 we consider volunteers to be an invaluable resource and we encourage and support their contribution to the station. However, it is also recognised that there may be times when a volunteer needs to be counselled, disciplined or even dismissed.

We undertake to handle these situations in a professional manner to ensure that communication between the station and the volunteer is clear, fair and remains within the guidelines set out below.

Further, the committee of management will reflect on its own operation and the station's as a whole and consider, in the instance of disciplinary measures or dismissal, the circumstances surrounding the behaviour which led to this action. The following questions will guide the process:

1. Have the roles, values and expectations of the organisation been clearly communicated to the volunteer and subsequently reinforced during prior conversations regarding the volunteer's performance?
2. Are there any other factors that may be contributing to the volunteer's poor performance e.g. learning difficulties or language barriers?
3. Has the volunteer been reminded of expected codes of conduct and consequences for breaches?
4. Has the volunteer received training/mentoring and/or coaching to improve performance?
5. Has a verbal and written warning been given to the volunteer explaining that any further non-compliance will result in termination of the volunteering opportunity?
6. Did the volunteer have the opportunity to respond to prior verbal and written warnings?

This document does not address the procedure for cancelling a volunteer's membership (expulsion from the association) as this is adequately covered and laid out in the 'Rules of Cumberland Community Radio Inc.' Refer to rule 12.

The Board will consider, in the instance of disciplinary measures or dismissal, all circumstances surrounding the behaviour which led to this action and any mitigating circumstances.

Policy

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1. For relatively minor issues, a conversation or email with/to the presenter outlining the offence and the disciplinary action to be taken will be considered appropriate, if the problem escalates this will not be deemed part of the formal disciplinary action that follows, although it can be referred to in later actions.
2. For serious issues, the following will apply.
 - a) The member will be sent a first formal notice in writing by mail or email.
 - b) The member will be sent a second formal notice in writing by mail or email.
 - c) The member will be sent a notice of disciplinary action or dismissal in writing by mail or email.
 - d) Written notice will include relevant details of the issue.
 - e) Disciplinary action, such as a suspension of duties for a period of time, could be appropriate; in such cases this should be included with the formal notice in writing.
 - f) Every effort will be made to deliver formal or informal disciplinary notifications at an appropriate time e.g. not immediately prior to or during a broadcast.
 - g) Volunteers' can appeal against any disciplinary actions, this may be in the form of a meeting with the Chairman or representation in person or writing to the Board, the member may bring a representative to this meeting.
 - h) Should the appeal be successful, resulting in a change of disciplinary action or rescission of the action, this will be confirmed to the volunteer in writing.
3. Behaviour which may lead to disciplinary action includes but is not limited to:
 - a) Not following or obeying station rules, the presenter's agreement, Station policies, including program policies and management or Board decisions.
 - b) Engaging in conduct that may breach the Community Radio Codes of Practice.
 - c) Engaging in broadcasts that may breach related legislation such as the Broadcasting Services Act, which includes sponsorship provisions, copyright and defamation laws.
 - d) Inappropriate use or handling of station equipment or property.
 - e) Hostility, rudeness, discrimination or violence towards other members or management.
 - f) Intoxication through alcohol or other substances during working hours.
 - g) Bringing Alive 90.5 into disrepute.

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4. Some conduct may be classified as 'gross misconduct' and in this instance a member may be dismissed without warning.
 - a) This type of conduct may include, but is not limited to:
 - b) Physical or verbal abuse of any other member, management or guest of Alive 90.5 especially in respect of sex, race or religion.
 - c) Theft or wilful damage to property belonging to Alive 90.5, other members, management or guests.
 - d) Falsification of any association documents or records, for personal gain.
 - e) Misrepresentation of Alive 90.5 for commercial reasons.
5. If a member is dismissed without prior warnings the member will be afforded the right of appeal as outlined in rule 2.
6. The member will be subject to the dismissal order until after the appeal process is resolved. Any appeal should be acted upon within 21 days.

This policy is subject to the provisions of the Constitution