

VOLUNTEER POLICY

Volunteers at CHUO follow the required training procedures before going on the air.

Volunteers at CHUO accept new volunteers on their shows for training purposes and participate with enthusiasm in the training process of new volunteers.

Volunteers do not steal, vandalize or in any way damage equipment at the station.

Volunteers do not steal, borrow, vandalize or in any way damage music (i.e. CD's, LP's) at the station.

Volunteers do not bring food or drink into the On-Air or Production studios.

Volunteers do not smoke within the confines of the station.

Volunteers play all ads assigned to their shows following the procedures listed in the Log Sheet section of this manual.

Volunteers fill out their Play Sheets after every show following the procedures listed in the Play Sheets section of this manual.

Volunteers must understand and follow CRTC regulations at all times, including those concerning Canadian Content, Hits vs. Non-Hits and Station ID's.

Volunteers follow the appropriate procedures to notify staff of any technical problems.

Volunteers do not change the cabling in the On-Air or Production studios without prior consent of the Station Manager. If a volunteer changes the cabling he/she is expected to replace it exactly the way it was when he/she found it.

Volunteers understand and follow the On-Air Conduct Policy at all times when on the air.

Volunteers never promote the use of alcohol or drugs while on the air.

Volunteers do not proselytize or talk about religion while on the air, except in a purely educational setting aimed at the general public.

Volunteers do not engage in self-promotion or provide free advertising while on the air.

Volunteers do not complain about the station's staff or members while on the air.

Volunteers respect the station and its members at all times both on and off the air.

Volunteers always try and present a balanced overview of every issue they discuss over the air.

Volunteers do not invite or allow guests into the studios or the station without receiving prior consent from

a member of the staff.

Volunteers are responsible for the behaviour of their guests at the station and therefore take it upon themselves to inform their guests of the station's rules and regulations.

Volunteers do everything within their power to uphold communication with the station's staff and other volunteers. This includes:

- Checking his/her mailbox on a regular basis

- Informing the staff of any changes of address or phone numbers.

- Subscribing to the station's List Serve (provided he/she has access to an e-mail account) and checking it on a regular basis

Volunteers participate with enthusiasm in Funding Drive activities above and beyond their own show responsibilities.

Volunteers attend all station meetings unless prior arrangements have been made with a member of the staff.

Volunteers are expected to be reliable in the performance of their volunteer duties. Volunteer attendance is expected to be dependable and punctual.

Volunteers give the Program Director a minimum of one week's notice if he/she can't do his/her show. Programmers should pre-tape their shows or should try and find their own replacements from within the list of trained fill-ins.

Volunteers inform the Program Director of any fill-ins or replacements at least 24 hours before the show in question.

Volunteers follow the appropriate procedures if the programmer who does the show after them is late or is absent (i.e. continue broadcasting or turn on R.F.I.)

Volunteers keep the station clean, leaving the studios and work space in good condition before their departure.

Volunteers do not come to the station under the influence of alcohol or drugs and do not bring guests who are under the influence.

Volunteers are responsible for maintaining confidentiality of all privileged information to which they are exposed while serving as a volunteer, whether this information involves the staff, volunteers, clients, or other persons or involves overall station affairs.

Volunteers are familiar with and follow the procedures in the Volunteer Training, Harassment, Security, Sales Dept., Music Dept., Station Representation and Copyright Policies.

Volunteers understand that volunteering at the station is a privilege and not a right and that the station reserves the right to dismiss any volunteers who fail to follow these policies and procedures.

Volunteers must sign a Volunteer Agreement denoting their familiarity and their compliance with all pertinent organizational policies.

DISCIPLINARY ACTIONS

Any volunteer failing to obey any of the rules and regulations listed in any of the policies in this manual will suffer the following consequences:

Immediate Dismissal

- Stealing or vandalizing CHUO property
- Smoking, Eating or Drinking in the On-Air or Production Studios
- Committing acts of sexual harassment or discrimination

Suspension

- Having unauthorized guests at the station
- Not giving reasonable notice for missing a show (after warning)
- Not filling in Play Sheets, Log Book, SOCAN Sheets or any other requested document (after warning)
- Not playing designated ads (after warning)
- Not obeying regulations listed in On-Air Conduct Policy (after warning)

Warning

- Not giving reasonable notice for missing a show
- Not filling in Play Sheets, Log Book, SOCAN Sheets or any other requested document
- Not playing designated ads
- Not obeying regulations listed in On-Air Conduct Policy
- Always remember that volunteering at CHUO is a privilege and not a right.