

***‘Your Voice in the Valley’***

**2YAS**

Yass Community Radio Assn. Inc.

Policy No. 5.4

**Discipline and Dismissal**

**Background.**

Volunteers are an invaluable resource for Yass Community Radio Assn. Inc 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 our Board 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 following questions will guide the process.

1. Have the roles, values and expectations of Yass Community Radio Assn. Inc., 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 the consequences of 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 suspension or termination of the volunteering opportunity?
6. Did the volunteer have the opportunity to respond to prior verbal and written warnings?

**Purpose.**

This document outlines a policy and procedure for various levels of disciplinary measures and dismissal. It aims to provide a clear and fair structure that is understandable to both management and volunteers.

In minor instances the relevant team leader will counsel members if their performance is not considered satisfactory. Continuing occurrences could result in the situation being reported to the Board and the Board may take whatever action it deems fit within the confines of this policy

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**Policy**

1. The procedure for disciplinary action is a many step policy and may include-

1. A gentle reminder from a colleague for minor events
2. A more firm reminder from the team leader, which should be logged
3. Board recommended counselling or retraining, in writing
4. Board agreed suspension from duties and privileges, in writing
5. Association confirmed dismissal from the Association, in writing.
   * 1. The reminder from colleague or leader will be verbal and not part of the disciplinary process but may be referred to at any later action.
     2. 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.
   1. Conduct which may lead to disciplinary action includes, but is not limited to:
   2. Poor timekeeping and unreliability.
   3. Not following station rules and policies and programme briefs.
   4. Engaging in acts or broadcasts which may breach the Codes.
   5. Engaging in broadcasts which may breach other related legislation such as the Broadcasting Services Act 1992, Racial Discrimination Acts, etc.
   6. Inappropriate handling or use of station equipment or other property.
   7. Rudeness or hostility towards other volunteers.
   8. Intoxication through alcohol or other substances during on-air hours.
      1. Publicly bringing Yass Community Radio Association Inc. into disrepute.
6. Some conduct may be tantamount to ‘gross misconduct’, and in this case a volunteer may be suspended from all duties and privileges of membership, by the President without prior warning. Conduct which may be classed as gross misconduct may include, but is not limited to:
   1. Verbal or physical harassment of any other volunteer, member or guest of Yass Community Radio association Inc., particularly in respect of race, sex or religion.
   2. Wilful damage to or theft of property belonging to Yass Community Radio Association Inc. or other volunteer, member or guest of the Association.
   3. Assault on the person of any member or guest of Yass Community Radio Association Inc.

**Discipline Levels**

All members should take this section as a warning that disciplinary action will be taken for indiscretions against station policy, rules or codes. As a guide to the Board, the following levels of discipline may be imposed.

A. Counselling is considered appropriate for incidents of or similar to the following.

Failure to arrive on time

Slip of language on air

Inappropriate music

Minor rule indiscretion.

Change-over delay

Failure to heed direction

Misuse or rough use of equipment

Unauthorised use of equipment

Where the Board considers that counselling is appropriate, that counselling should be performed by two members of the executive at a time to suit and a record will be kept for any future reference. In each case of the above or similar incidents, a written warning should be issued by the Board, stating that for any further indiscretion a higher level of disciplinary action may be the result.

B. Suspension of member duties and privileges for up to one calendar month may be made by the Board for further indiscretions of the above or similar incidents. Other incidents of a more serious nature may also lead to a suspension for up to one month by the Board. The Board may order that retraining be a disciplinary measure for this level of transgression and the suspension may endure until the re-training is satisfactorily completed.

1. For cases of gross misconduct as reported above the Board may suspend the member indefinitely or until it is satisfied that the offender has mended his/her ways and is worthy of receiving another chance. If after this level the member still offends the Board has no alternative than to dismiss the member from the Association. In the case where the President has suspended a member for gross misconduct the Board must meet and confirm or reject the action of the President. If the Board over-rules the Presidential suspension it may attach a lesser penalty.

Suspension or dismissal of a member carries a right of appeal as noted in the Objects and Rules of the Association.

**Authorisation**

This policy was adopted by the Board of Yass community Radio Association Incorporated, at its meeting held on 8th December 2009. .

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Secretary President

Yass Community Radio Assn. Inc.