



Orange Community Broadcasters Inc.

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Volunteers' Rights & Responsibilities

Welcome to Orange Community Broadcasters Ltd.; you have joined other valued volunteers and members. Members come from a wide variety of different backgrounds, including cultures, ages, skills and interests.

Volunteering benefits this radio station and the community we serve. Volunteering is a not coerced or mandated and is done entirely of your own choice. Volunteering is not paid work. However, volunteers do have rights (which are the moral obligations of OCB Ltd.) and responsibilities (which are the obligations of the volunteer).

Volunteers' Rights

As a volunteer you can expect to:

- be treated as a fellow volunteer and co-worker;
- be given suitable tasks, with consideration given to personal preference, temperament, abilities, education, training and employment;
- be informed on the organisation as much as possible, its policies, people and programmes;
- be given appropriate orientation, introduction and information;
- be provided with suitable guidance and instruction in the workplace;
- be given advance notice (where possible) of changes which may affect your work, such as programming changes;
- work in compliance with statutory requirements (e.g., Equal Employment, Acts governing anti-discrimination and racial discrimination, and Occupational Health and Safety standards);
- be heard, to feel free to make suggestions and to be respected for your honest opinions;
- be covered by appropriate insurance, such as volunteer and public liability insurance;
- be informed on the appropriate grievance procedures in the event of a dispute and, if necessary, mediation or arbitration;
- receive written notification of suspension/release of services;
- have services appropriately assessed and effectively recognised;

- be offered and/or provided training that will enable participation at the station in various areas and at various levels.

Volunteers' Responsibilities

As a volunteer you have the responsibility to:

- conduct yourself in a professional manner;
- be prompt, reliable and productive regarding your commitments and agreements with OCB Inc.;
- notify the appropriate person if unable to meet commitments;
- accept and abide by the station's rules;
- understand and adhere to the *Community Radio Codes of Practice* and to be familiar with broadcast laws, e.g., defamation laws, and the *Broadcast Services Act, 1992*;
- not bring into disrepute the operations, management, staff or other volunteers of OCB Inc.;
- treat the technical equipment with due care and consideration and notify technical staff of any 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 the station resources and equipment for tasks relating to FM107.5, and not for personal or private purposes;
- respect the racial and religious backgrounds and the sexual preferences of fellow volunteers;
- conduct yourself so as to maintain FM107.5 as a safe workplace;
- contribute to the achievement of a safe, tolerant and equitable working environment by avoiding and assisting the prevention of discriminatory behaviour;
- ensure that the station has your current contact details; and
- not to represent FM107.5 publically or commercially unless prior arrangement has been made with its management.