

Augusta FM Radio

Disciplinary Procedure

(Internal Conflict Code 1.5)

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

1. The procedure for disciplinary action is a three-step process which includes:
 - o First formal notice in writing
 - o Second formal notice in writing
 - o Notice to the volunteer of dismissal from duties.
2. For issues that are considered minor a conversation with the volunteer may be appropriate; however, this will not be considered part of the formal disciplinary action.
3. 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.
4. Further disciplinary actions, such as a suspension of volunteer duties for a period of time, may also be appropriate. In such cases these actions will be included with the formal notice in writing.
5. Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time, eg: not immediately prior to, or during a broadcast.
6. Notice of a disciplinary measure will be given by the Committee of Management or Station Coordinator. This will also be minuted in the management committee meetings.
7. Volunteers will be provided an appeal against the action. This may take the form of a meeting with the appropriate staff member, or can be done in writing.
8. The volunteer may bring a representative to any such meeting.
9. Should an appeal result in a change of the disciplinary action, or removal of it, this will be confirmed in writing to the volunteer.
10. Conduct which may lead to disciplinary action includes, but is not limited to:
 - a. Poor timekeeping and unreliability
 - b. Not following pre-existing station rules and policies, including programming policies and program briefs
 - c. Engaging in acts or broadcasts which may breach the Codes
 - d. Engaging in broadcasts which may breach other related legislation such as the Broadcasting Services Act 1992 (which includes sponsorship provisions), copyright or defamation laws
 - e. Inappropriate handling or use of station equipment or other property
 - f. Rudeness or hostility towards other volunteers or staff members
 - g. Intoxication through alcohol or other substances during working hours
 - h. Publicly bringing Augusta FM Radio into disrepute.
11. Some conduct may be tantamount to 'gross misconduct', in this instance a volunteer may be dismissed without prior warning.

12. Conduct which may be classed as gross misconduct may include, but is not limited to:
 - a. Verbal or physical harassment of any other volunteer, employee, member or guest of Augusta FM Radio, particularly in respect of race, sex or religion
 - b. Wilful damage to or theft of property belonging to Augusta FM Radio or other volunteer, employee, member or guest of Augusta FM Radio
 - c. Falsifications of any of the organisation records for personal gain
 - d. Commercial misrepresentation of Augusta FM Radio.

13. In a case of a volunteer being dismissed without prior warnings the volunteer will be provided an appeal as outlined in point 7.

This Policy and Procedures document complies with the Augusta FM Radio Codes of Practice.
These policies are intended to inform and guide the Augusta FM Radio team.

Volunteers are an invaluable resource to Augusta FM Radio 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 policies outlined above.