

NORTH WEST FM - VOLUNTEER POLICY

North West Community Radio Ass. Inc. (North West FM) relies almost completely on the efforts of volunteers to maintain operations.

We aim to not discriminate against or exploit our volunteers, to engender trust and respect, to provide a workplace that is safe, enjoyable and fulfilling. We will endeavour to provide an environment that is flexible to assist volunteers to gain the benefits they wish from volunteering.

We expect our volunteers to act professionally and in good faith towards our station at all times. We expect that our volunteers are respectful to each other and the community we serve.

Purpose

This Policy sets out North West FM's responsible management of our volunteer program, and is to provide a clear understanding of the roles & responsibilities of volunteers and our station.

The rights of volunteers at North West FM

All volunteers have the right to:

- to work in a healthy and safe environment
- be treated with respect and courtesy as a co-worker
- find suitable roles with consideration for personal preference, ability, education, training and employment as their time allows
- know as much about North West FM, our policies, people and programs as possible
- expect clear and open communication at all times
- be able to receive training in all areas, sound guidance and direction in the workplace
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- to be adequately covered by insurance
- to be reimbursed for any approved out of pocket expenses incurred
- to have access to all of the organisation's policies that affect their work
- to have a job description and agreed working hours
- to have access to a grievance procedure
- to have confidential and personal information dealt with in accordance with the principles of the *Information Privacy Act 2000*.

Issues that should be considered when deciding to volunteer with North West FM:

1. Length of commitment and that your role is clear, specific and manageable.
2. The time you are able to commit to e.g. hours per day / week / month
3. If the location of North West FM studios is convenient for regular volunteer work.
4. That you agree with all policies of North West FM.
5. That you are clear of where to get assistance when it is needed.
6. The purpose of the organisation matches your own values and beliefs, and that
7. North West FM will be able to support your interests as a volunteer.