

CFUV 101.9 FM

CFUV 101.9 FM VOLUNTEER CONTRACT

Volunteering at CFUV is a privilege, not a right. It is important that all volunteers at CFUV read and understand the material outlined in this contract in order to clearly understand the expectations of them, and what they can expect from CFUV.

RADIO CLUB MEMBERSHIP

As part of the University of Victoria's Radio Club Mandate and Procedures, all volunteers must be current members of the University of Victoria Radio Club. Members must complete the training process, pay an annual membership fee and sign this volunteer contract. No applicant may be barred from membership based on race, religion, gender or sexual orientation.

All volunteers are expected to contribute 6 hours of volunteer time per year, not including broadcast time.

COMMUNICATION

Volunteers should do their best to communicate with staff. In turn, staff will do their best to ensure volunteers are heard and are available to meet in order to discuss any grievances, questions, feedback or discomforts that they experience while volunteering.

Staff empower volunteers to grow and develop their skills in broadcasting and other volunteer efforts at CFUV. With adequate notice, staff are available for support and training to facilitate that.

POLICIES: CFUV & CRTC (Canadian Radio-television and Telecommunications Commission)

All volunteers must read and abide by CFUV and CRTC policies. Portions of these policies will be highlighted in this contract, but it is your responsibility as a volunteer to be familiar with the content in full. All volunteers will be held accountable for violating either CFUV or CRTC policies and doing so can lead to disciplinary action.

PROGRAMMING POLICY – No Show Policy

If, for whatever reason, you are unable to make it to a program that you are scheduled to host on-air, it is your responsibility to find an on-air trained volunteer to fill-in for you. Once you have found someone, it is also your responsibility to inform the Program Director.

PRIVACY POLICY

Any information that CFUV collects about you is collected, used or disclosed by us responsibly and in accordance with our obligations under the law to maintain your rights to privacy. Further information can be found in CFUV's Privacy Policy.

RESIGNING

You are able to resign from CFUV as a volunteer at any time. When doing so, please communicate this with staff. As per CFUV's Programming Policy, you must provide 2 weeks' notice to the Program Director when leaving your timeslot.

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APPEAL POLICY

Suspension or dismissal of a CFUV volunteer is the only decision which can be formally appealed. The process of which can be found in CFUV's Appeal Policy. Volunteers can get in touch with our Board of Directors by contacting the Chair at cfuvboard@uvic.ca.

INTELLECTUAL PROPERTY

Programming and podcast episodes created at CFUV and using CFUV equipment are the intellectual property of CFUV.

GUESTS

Volunteers are welcome to bring guests with them while they are volunteering. However, it is important to remember that volunteers are responsible for the actions of their guests, both on- and off-air. Under no circumstances are guests allowed to operate CFUV equipment.

CFUV Staff hours

CFUV staff hours run from 10am-5pm Monday-Friday, not including statutory holidays. Please be aware that unless otherwise arranged all trainings and meetings with staff must take place during these hours.

SAFE(R) SPACES GUIDELINES AT CFUV

CFUV as an entity exists to elevate and amplify marginalized voices and artists on our airwaves; as a campus/community organization we also want to emphasize the importance of supporting and being inclusive of marginalized groups in our space.

In order to foster a welcoming, positive, inclusive and safe(r) space for everybody, anyone choosing to use this space must do so in a way that adheres to the expectations outlined in these guidelines. Everybody is expected to take responsibility for their actions while using this space.

The safety and comfort of those who use this space is a priority for the station. Therefore, this space is not tolerant of harmful or oppressive behaviors. These behaviors can be expressed as racism, homophobia, transphobia, sexism, ableism, classism, or xenophobia. Infringements on comfort and safety can also be shaming, harassment, intimidation, or threatening behavior.

Inclusive behavior involves respecting others. That means respecting others' space, differences, agency and beliefs in the office and on the airwaves.

Safety and comfort do not mean the same thing to everyone. Volunteers are encouraged to communicate their needs with staff members at CFUV and seek support when it is needed. This policy is intended to empower volunteers to maintain a safe(r) space for themselves, but staff members are also available to assist when you do not feel comfortable doing so.

Volunteers who violate these safe(r) spaces guidelines will face disciplinary action. Depending on the severity of the violation, it may be considered to be a severe action as outlined in the Disciplinary Action section.

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DISCIPLINARY ACTION PROCESS

All volunteers must agree that the organization has the right to dismiss volunteers with cause. Actions that are considered to be severe may result in immediate dismissal with written or verbal notice. As stated in the *Mandate and Procedures* of the University of Victoria Radio Club, “the privileges of membership...may be suspended, limited or removed at the discretion of the Station Manager, for actions or conduct detrimental to the welfare of the station.” CFUV expects that all staff and volunteers abide by Human Rights codes.

Outlined below is the process which CFUV staff will handle disciplinary actions.

1. Verbal warning/discussion of behaviour
2. Written warning
3. Suspension
4. Dismissal

Volunteers with concerns about the operations of the station, or questions about CFUV policies, can get in touch with the University of Victoria Student Radio Society (CFUV) Board of Directors at cfuvboard@uvic.ca

I have read all clauses included in this Volunteer Contract and agree to abide by them.

I agree to read and abide by CFUV’s policies and understand that they are all available at cfuv.ca and in policy binders in the station.

I understand that all volunteers are expected to participate in CFUV’s annual funding drive campaign.

I understand that all volunteer positions at CFUV are unpaid.

Printed Name: _____

Signature: _____

Date: _____

Emergency Contact

Name: _____

Phone Number: _____