Haliburton County Community Radio Association

(Commonly known as 100.9 Canoe FM)

Canoe FM 100.9 Volunteer/Employee Policies and Procedures

(June 28, 2018)

Table of Contents

	Page #
Section 1	
Volunteer/Employee Program	
1 - Station Manager	1 - 1
2 - Evaluation of Volunteer/Employee Programs	1 - 2
3 - Provision of References for Volunteer/Employees	1 - 3
4 - Compliance	1 - 4
Section 2	
Code of Conduct	
1 - Confidentiality of Information	2 - 1
2 - Conflict of Interest	2 - 2
3 - On-Air Conduct	2 - 4
4 - Dress Code and Conduct	2 - 6
5 - Alcohol and Drugs	2 - 7
6 - Smoking	2 - 8
7 - Human Rights	2 - 9
8 - Harassment/Workplace Violence	2 - 10
9 - Financial Property	2 - 13
10 - Internet Use	2 - 15
11 - Accessibility - Communication	2 - 17
12 - Accessibility - Service Animals	2 - 18
13 - Accessibility - Support Persons	2 - 19
14 - Accessibility – Information	2 - 20
15 - Broadcasting Code of Ethics	2 - 22
16 - Copyright	2 - 25
17 - Nepotism	2 - 26
18 - Social Media	2 - 27
Section 3	
Management	
1 - Recruitment	3 - 1
2 - Screening	3 - 2
3 - Probation	3 - 3
4 - Orientation and Ongoing Education/Training	3 - 4
5 - Support, Supervision and Performance Review	3 - 6
6 - Recognition of Volunteers/Employees	3 - 7
7 - Discipline/Dismissal	3 - 9
8 - Appeal Process	3 - 12
9 - External Complaints	3 - 14
10 - Live Performance Waiver	3 - 15
11 - Personal Vehicle Usage – Liability & Reimbursement	3 - 16
12 - Public Service Announcements	3 - 18

7/17/2018

13 - Recorded Promotions	3 - 19
14 - Property	3 - 20
15 - E-mail Voting	3 - 21
16 - Mentoring of On-Air Personnel	3 - 23
Section 4	
Other	
1 - Health & Safety	4 - 1
2 - Vacation/Leave of Absence	4 - 3
3 - Travel Reimbursement	4 - 4
4 - General Insurance	4 - 6
5 - Retraction Policy	4 - 7
6 - Logo Protection	4 - 8
7 - Volunteers Vying for Prizes	4 - 9

7/17/2018 2