

Haliburton County Radio Association
Volunteer/Employee Policies & Procedures

Section 4 - Other

Section Heading: Volunteer/Employee Mgt	Section Number: VM
Subsection: Other	Section Number: 4
Policy Title: Health and Safety	Policy Number: 1

Policy Statement: Canoe FM is committed to providing a safe workplace for all volunteer/employees.

Canoe FM is committed to take every reasonable effort to eliminate hazards that cause accidents and injuries.

Disregarding, or willful violations, of this Policy by volunteer/employees at any level may be considered cause for disciplinary action.

Purpose: To ensure compliance with the *Occupational Health and Safety Act* and regulations.

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| Board of Directors | <ul style="list-style-type: none"> Provides resources necessary for the health & safety program Ensures that operations comply with both the law and the program Demonstrates commitment to accident prevention |
| Station Manager | <ul style="list-style-type: none"> Provides a safe and healthy workplace Establishes and maintains a health & safety program Ensures that volunteer/employees are properly trained and provided with health & safety information Acquaints new volunteer/employees with workplace hazards and safe work procedures Ensures first aid supplies are available as required Checks work practices and work areas for hazards and takes corrective action where required Ensures that any injuries are treated and reported to the Board of Directors and any other authorities as required Ensures that accidents are investigated, and takes action to prevent reoccurrence Consults with the health and safety representative |

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Volunteer/Employees Works in accordance with the safety program

Works in a manner that doesn't endanger him/her self or others

Reports unsafe situations to the Station Manager or designate

Complies with the Occupational Health & Safety Act and all relevant regulations

Reports injury or illness immediately to the Station Manager or designate

Helps new volunteer/employees recognize job hazards and follow proper procedures

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Section Heading: Volunteer/Employee Mgt	Section Number: VM
Subsection: Other	Subsection Number: 4
Policy Title: Vacation/Leave of Absence	Policy Number: 2

Policy Statement: All Canoe FM volunteer/employees are expected to give notice of planned absences.

Purpose: To ensure smooth day-to-day operations of the organization.

Station Manager Assists in filling the vacant position.

Volunteer Attempts to fill vacancy resulting from his/her absence.

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Section Heading: Volunteer/Employee Mgt	Section Number: VM
Subsection: Other	Section Number: 4
Policy Title: Travel Reimbursement	Policy Number: 3

Policy Statement: Canoe FM will reimburse volunteer/employees for authorized expenses associated with approved attendance and travel to meetings, conferences, conventions, seminars and workshops.

Purpose: To ensure volunteer/employees are reimbursed for allowable expenses.

Eligible Expenses

Rates:

Registration

at cost

Travel:

Personal Automobile

As per receipts

Air, Rail, Bus Fare

Economy rate

Rental Car

Only where more economical

Incidentals (taxi, subway, parking)

at cost

Accommodation:

Room

Rate charged for function (or less)

Ceiling: \$200/night (excluding room tax, HST)

Clear documentation needed to support additional cost

Meals

Breakfast \$10.00 plus HST, gratuities

Lunch: \$15.00 plus HST, gratuities (food & non-alcoholic beverages only)

Dinner: \$25.00 plus HST, gratuities (food & non-alcoholic beverages only)

Per day limit \$50.00 plus HST, gratuities.

Anything above these amounts must have documented proof

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Other:

Other Travel Costs:	at cost
Travelers Cheques:	at cost
Airport departure taxes	at cost
Foreign money exchange	at cost
Travel insurance	at cost
Health insurance	at cost

Ineligible Expenses:

Costs associated with procuring birth certificates & passports

Expenses of a spouse or travelling companion

Approval:

Prior approval by the Board of Directors is required, upon recommendation of the Station Manager, and is subject to sufficient funds being available.

Claims:

Must be submitted to the Station Manager no later than the end of the next month after expense incurred

Must be supported by receipts where ever possible, unless excluded by this policy

Must be submitted on an Expense Account Form

Travel Agent:

May be booked through agent of choice or through Canoe FM office.

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Section Heading: Volunteer/Employee Mgt	Section Number: VM
Subsection: Other	Subsection Number: 4
Policy Title: General Insurance	Policy Number: 4

Policy Statement:	<p>Canoe FM will maintain adequate insurance including:</p> <ul style="list-style-type: none"> - Commercial general liability/professional liability/communications liability/equipment coverage - Directors' and Officers' liability insurance - Accidental death and dismemberment coverage - Property insurance includes criminal insurance
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Purpose: To ensure Canoe FM has sufficient and appropriate insurance coverage

Board of Directors	<p>Reviews the amount and type of insurance required annually as recommended by the Station Manager.</p>
Station Manager	<p>Obtains quotes as to insurance premiums.</p> <p>Ensures premiums are paid.</p> <p>Where appropriate, informs volunteer/employees of the insurance coverage carried by Canoe FM.</p> <p>Monitors claims, and makes recommendations to the Board regarding insurance requirements for Canoe FM and volunteer/employees.</p> <p>Identifies issues and takes action to reduce claims.</p>
Volunteers/Employees	<p>Reports any occurrence immediately to Station Manager where organization insurance would be involved.</p> <p>Completes necessary forms as requested by the Station Manager.</p>

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Section Heading: Volunteer/Employee Mgt	Section Number: VM
Subsection: Other	Subsection Number: 4
Policy Title: Retraction Policy	Policy Number: 5

Policy Statement: A three-point retraction policy is in effect in the event that damaging, inflammatory or incorrect information is determined to have been broadcasted against an individual or organization.

Purpose: To ensure accountability in broadcasting.

Station Manager: Ensure that an investigation is conducted upon receipt of a complaint.

On determining that an individual or organization has been wronged, the following will take place:

1. Inform, and consult with, the Board of Directors.
2. Canoe FM shall broadcast a written retraction three (3) times during prime time hours at times as negotiated by the radio Station Manager and the injured party. All three retractions may be broadcast on a single day or over a period of three days. The injured party will approve the wording of the retraction.
3. A letter or apology will be forwarded to the party(s) involved within one week of the on-air apology.
4. The person or persons having broadcast the information will be counseled on liable and slander, as well as the need to avoid airing inflammatory and incorrect information. The infraction will be noted in the offending person(s) personnel file and any subsequent instances will be subject to progressive discipline or dismissal.

Should the above not be satisfactory to the person or organization, every effort will be made by the Station Manager to come to a satisfactory resolution.

Note: in the absence of a complaint, any such behavior as noted above that comes to the attention of the Station Manager will be dealt with as in point 4 above.

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Section Heading: Volunteer/Employee Mgt	Section Number: VM
Subsection: Other	Subsection Number: 4
Policy Title: Logo Protection	Policy Number: 6

Policy Statement: The Canoe FM logo is copyrighted and its use is at the express permission of Canoe FM. It is essential to control and protect the use and integrity of the Canoe FM logo.

Purpose: To control the use of the Canoe FM logo.

Station Manager

Ensures that any requests to use the Canoe FM logo outside the organization are in writing and receives the express written consent of the Board.

Brings any real or perceived breaches of the use of Canoe FM's logo to the attention of the Board.

Ensures the logo is used internally on all suitable printed material, promotional material and merchandise.

Creates awareness among volunteer/employees of the importance of protecting the use of Canoe FM's logo.

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Section Heading: Volunteer/Employee Mgt	Section Number: VM
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Policy Title: Volunteers Vying for Prizes	Policy Number: 7

Policy Statement: Volunteer/employees eligibility for Canoe FM Contest Prizes

Purpose: To clarify eligibility for volunteer/employees vying for Contest Prizes

Station Manager: Ensures orientation session discusses eligibility for volunteer/employees participating in On-Air and Online Canoe FM Contests

Volunteer/Employees:

Volunteer/employees, and members of their household, are ineligible to enter, or win, on-air or online give away prizes that don't require a purchased chance.

Volunteer/employees and members of their households may participate in a purchased chance for on-air or online prizes, e.g. auctions, bingo sheets, raffles

All bidders in an auction must be outside of Canoe FM's premises when making a telephone call, or an online bid, on all auction items in order to negate any perception of unfair information or influence.

Volunteer/employees working a bingo event are not eligible to play in that night's event.