

## **POLICY – Volunteering**

### **Purpose of Policy**

The purpose of this Eastern Community Broadcasters Inc. hereafter referred to as Radio Eastern fm policy is to provide guidance to existing members and intending members wishing to volunteer their time and services to Radio Eastern fm..

### **Background**

Radio Eastern fm provides programming 24 hours per day, 7 days per week. Volunteers need an understanding of the basics of volunteering and the responsibilities of all parties in their roles both to Radio Eastern fm and their colleagues this is essential to ensure responsible broadcasting.

### **Policy**

Volunteers have the responsibility to:

- Complete the online training course to familiarise themselves with Radio Eastern fm and our commitment to the community when volunteering with the station
- maintain a professional attitude towards their voluntary work
- be prompt, reliable and productive with regard to commitments and agreements made with Radio Eastern fm
- notify the appropriate person if unable to meet commitments at the time of their initial interview
- accept and abide by Radio Eastern fm policies and procedures
- understand and adhere to the Broadcasting Codes of Practice and maintain familiarity with broadcast laws such as Defamation Law, Anti-Discrimination Law and the Broadcast Services Act 1992.

All volunteers are subject to the benefits and disciplines defined in the Rules of Association of Eastern Community Broadcasters Inc..

Radio Eastern fm has the responsibility to:

- ensure a safe workplace
- ensure an environment that is welcoming and accepts individuals as equals without discrimination
- ensure good governance and progressive Policies and Procedures to help make volunteering a satisfying and rewarding experience.

Policy reviewed and updated: 06-03-2025