

Volunteer Event Policy

This policy is for all 3RPC members who volunteer at 3RPC events either held at the station or outside of the station (Outside broadcasts, station run events etc.)

3RPC Community Radio has an ethical and legal responsibility for providing a work environment which is free of discrimination, harassment, victimisation or bullying

Everyone has the right not to be discriminated against, harassed, victimised or bullied

3RPC Community Radio supports that right.

All individuals need to be aware that **ANY and ALL** forms of discrimination, harassment, victimisation or bullying whether direct or indirect, will not be tolerated by 3RPC Community Radio.

3RPC Community Radio will fulfil its ethical and legal responsibility to provide an environment which is free of discrimination, harassment, victimisation or bullying.

The Committee of Management of 3RPC Community Radio has the right to remove the volunteer from air or from assisting with outside events if they fail to comply with station rules, policies, guidelines, governing principles, management directions, statutory requirements

It is the right of 3RPC volunteers to perform their duties and event attendees to be able to attend the events run by 3RPC without being subjected to any form of

- discrimination,
- harassment
- victimisation or
- bullying

3RPC Community Radio policies are available from our webpage <http://3rpcfm.org.au/> and go to downloads.

All allegations, incidents and safety concerns will be treated seriously and consistently in accordance with our policies and procedures.

It is also the obligation and responsibility of every volunteer to ensure that the workplace is free from discrimination, harassment, victimisation or bullying.

Any complaint or report of discrimination, harassment, victimisation or bullying will be treated quickly, seriously and sympathetically. It will be investigated thoroughly, objectively and confidentially by an impartial party. An individual will not be disadvantaged in their conditions or opportunities as a result of lodging a complaint.

Where complaints of discrimination, harassment, victimisation or bullying have been substantiated against an individual, appropriate disciplinary action will apply. This action will be implemented and monitored by the Committee of Management . Serious or repeated

breaches of the policy may lead to the individuals loss of 3RPC on air privileges or involvement in 3RPC activities.

When attending a 3RPC event. 3RPC volunteers are to ensure that

- My person and attire is neat and tidy
- I am not under the influence of Alcohol or Drugs.
- All breakages or incidents are reported to a COM member or Volunteer Station Manager
- I do NOT give out Surnames, addresses or phone numbers of 3RPC members to any person without express permission from the person(s) involved
- I have a current Working With Children's accreditation if involved in training or teamwork with young people under eighteen
- I refrain from make any negative comments about the station, station policies or activities or 3RPC the Committee of Management, other presenters or volunteers

What if you are being bullied, victimised, harassed or discriminated against?

1. Do not ignore the discrimination, harassment, victimisation or bullying (ignoring the behaviour could be taken as tacit consent).
2. If you feel comfortable speaking with the offender, tell the individual in a direct and firm manner that their behaviour is unacceptable and unwelcome. Telling the offender how you feel may be enough to stop the unwelcome behaviour.
3. If you are uncomfortable with the above option or the behaviour continues following your direct approach, seek assistance by discussing your concerns with a member of the Committee of Management or the Volunteer Station Manager

Making a report or complaint? Immediately report the issue to the Committee of Management member or the Volunteer Station Manager.

<http://3rpcfm.org.au/Downloads/Policy%203RPC%20Workplace%20Bullying.pdf>

<http://3rpcfm.org.au/Downloads/Policy%203RPC%20Sexual%20Harassment.pdf>

<http://3rpcfm.org.au/Downloads/Policy%203RPC%20Diversity%20and%20Gender%20Inclusion%20Policy.pdf>

<http://3rpcfm.org.au/Downloads/Policy%203RPC%20Anti%20Discrimination.pdf>

<http://3rpcfm.org.au/Downloads/child%20safe%20policy.pdf>

http://3rpcfm.org.au/Downloads/privacy_policy.pdf