



# DISCIPLINARY ACTION AND DISMISSAL OF VOLUNTEERS

## *Background*

Volunteers are an invaluable resource to Alpine Radio and our primary aim is to encourage and support their contribution to our station. However, it is also recognised that there may be times when a volunteer needs to be counselled, disciplined and even dismissed.

Alpine Radio undertakes to handle such situations in a professional manner, ensuring communication between our station and the volunteer is clear, fair objective and remains within the policy outlined below.

Throughout the process the Alpine Radio Committee of Management (CoM) will reflect on its own operations as well as on the station and will consider the circumstances, actions and behaviour leading to the situation.

The following questions will guide this process:

1. Have the roles, values and expectations of the organisation been clearly communicated to the volunteer and subsequently reinforced during prior conversations regarding the volunteer's performance?
2. Are there any factors that may be contributing to the volunteer's behaviour or poor performance e.g. learning difficulties or language barriers?
3. Has the volunteer been reminded of expected codes of conduct and consequences for breaches?
4. Has the volunteer received training / mentoring and or coaching to improve performance?
5. Has a verbal and written warning been given to the volunteer explaining that any further noncompliance will result in termination of the volunteering opportunity?
6. Did the volunteer have an opportunity to respond to prior verbal and written warnings?

## *Purpose*

This document outlines the policy for disciplinary measures and dismissal of an Alpine Radio volunteer, presenter, committee member or paid staff member. It aims to provide a clear and fair structure that is understandable to the CoM, all volunteers, presenters and paid staff.

Refer to Alpine Radio's rules for detailed information on grounds for taking disciplinary action against a member of the association and the related process. This policy aims to align with the rules detailed in Division 2, noting that rights of membership of the association (including disciplinary decisions and appeal rights) are the focus of the rules.

This policy does not include the procedure for expulsion of a member from the association, which is described in Alpine Radio's rules.

The policy is separate to Alpine Radio's grievance and dispute procedure, which may be used in a situation where a volunteer is experiencing conflict, believes they have not been fairly heard or that the procedures for disciplinary action and dismissal of volunteers has not been adequately followed. Refer to Alpine Radio Internal Conflict Policy for more information on the grievance and dispute procedure.

### *Policy*

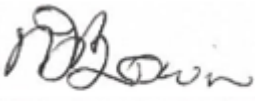

1. The process for disciplinary action is a three-step process which includes:
  - a. First formal notice in writing.
  - b. Second formal notice in writing.
  - c. Notice of dismissal of the volunteer from duties.
2. For issues that are considered minor, a conversation with the volunteer may be appropriate; however, this will not be considered part of the formal disciplinary action (although it may be referred to in later action). Refer to the volunteer conduct warning policy section in Alpine Radio's Volunteering Policy.
3. Written notice will include details of the issue and, where feasible, evidence. In a case where the disciplinary measure has been instigated by a complaint, it may be appropriate to include a copy (with identification removed) or extract of this complaint.
4. Further disciplinary actions, such as a suspension of volunteer duties for a period, may also be deemed appropriate by the CoM. In such cases these actions will be included with the formal notice in writing.
5. Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time, eg: not immediately prior to, or during a broadcast.
6. Notice of a disciplinary measure will be given by a designated CoM member stating the grounds for disciplinary action and details as set out in Alpine Radio's rules, clause 21 of Division 2.
7. Volunteers have the right to appeal against the disciplinary action. This must be in writing and given to the disciplinary committee immediately or to the secretary within 48 hours of the disciplinary meeting.

8. The volunteer may bring a representative to any such meeting if they choose.
9. Should the appeal result in a change in the disciplinary action, or removal of it, this will be confirmed in writing to the volunteer.
10. Conduct which may lead to disciplinary action includes, but is not limited to:
  - a. Poor timekeeping and unreliability.
  - b. Not following pre-existing station rules and policies, including programming, policies and program briefs.
  - c. Engaging in acts or broadcasts which may breach the Community Radio Codes of Practice.
  - d. Engaging in broadcasts which may breach other related legislation such as the Broadcasting Services Act 1992 (which includes sponsorship provisions), copyright or defamation.
  - e. Inappropriate handling or use of station equipment or other property.
  - f. Rudeness or hostility towards other volunteers or staff members.
  - g. Intoxication through alcohol or other substances during working hours.
  - h. Publicly bringing Alpine Radio into disrepute.
11. Some conduct may be tantamount to 'gross misconduct', in this instance a volunteer may be dismissed without prior warning.
12. Conduct which may be classed as gross misconduct may include, but is not restricted to:
  - a. Verbal or physical harassment of any other volunteer, employee, member or guest of Alpine Radio, particularly in respect of race, sex or religion.
  - b. Wilful damage to or theft of property belonging to Alpine Radio or other volunteer, employee, member or guest of Alpine Radio.
  - c. Falsifications of any of the organisation records for personal gain.
  - d. Commercial misrepresentation of Alpine Radio.
13. In a case of a volunteer being dismissed without prior warnings the volunteer will be provided an appeal as outlined in point 7.

#### *Related documents*

- Alpine Radio Constitution (rules)
- Alpine Radio Code of Conduct
- Alpine Radio Volunteering Policy
- Alpine Radio Internal Conflict Policy
- CBAA Complaints and Disputes: <https://www.cbaa.org.au/complaints-disputes>
- Victorian Government Volunteering Portal: <http://www.volunteer.vic.gov.au/manage-your-volunteers/supporting-and-supervising/settling-disputes-and-grievances>

*Policy updates*

<b>Version Control</b>	<b>Date Amended</b>	<b>Author</b>
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