

Volunteering Policy

Narwee Baptist Community Broadcasters Ltd

Compliance with Community Broadcasting Code of Practice – Code 2.3

1. Purpose

This policy outlines the principles, rights, and responsibilities of volunteers at Narwee Baptist Community Broadcasters Ltd, ensuring fair, inclusive, and safe participation in all station activities.

2. Scope

This policy applies to all volunteers, including presenters, producers, technical staff, administrative helpers, and committee members.

3. Principles

- Volunteers are essential to the station's success and are valued for their skills, time, and commitment.
- The station is committed to providing a safe, inclusive, and supportive environment for all volunteers.
- Volunteering opportunities are open to all community members, regardless of background.
- Volunteers will not be discriminated against on the basis of ethnicity, race, language, gender, sexuality, age, ability, occupation, religious, cultural, or political beliefs.

4. Recruitment and Induction

- Information about volunteering is available on the station website, on-air, and at community events.
- Prospective volunteers will be provided with clear information about available roles and expectations.
- All volunteers will receive an induction covering station policies, safety, and relevant Codes of Practice.

5. Rights and Responsibilities

- Volunteers have the right to be treated with respect, to work in a safe environment, and to receive appropriate training and support.
- Volunteers are expected to act in accordance with station policies, the Codes of Practice, and the law.
- Volunteers must respect the rights of other volunteers, staff, and community members.

6. Support and Training

- The station will provide ongoing training and support to help volunteers develop skills and confidence.

- Volunteers are encouraged to participate in workshops, meetings, and feedback sessions.

7. Communication and Feedback

- Volunteers are encouraged to provide feedback and suggestions for station improvement.
- Regular meetings will be held to discuss volunteer issues and station developments.

8. Conflict Resolution

- Any disputes or grievances will be managed in accordance with the station's Internal Conflict Policy.
- Volunteers will not be disadvantaged for raising genuine concerns.

9. Recognition

- The station will recognise and celebrate the contributions of volunteers through awards, events, and public acknowledgment.

10. Policy Review

- This policy will be reviewed annually or as required by changes in the Codes of Practice.