

HUON AND KINGSTON FM INDUCTION POLICY

All presenters, volunteers, Work for the Dole participants, office bearers and management committee members shall attend and complete an induction workshop before they can become involved in the operations, management and presentation of programs.

a. The Induction shall cover the following matters.

1. The non-profit status of Huon and Kingston FM.
2. The legal status of the station as an Incorporated Association.
3. How the business operates and how we serve the community.
4. Employment conditions applying to volunteers.
5. The management structure.
6. The operational structure of the organisation.
7. Job descriptions for the various positions.
8. Occupational Health and Safety issues including how to report concerns and the name of the OH & S officer.
9. Contact details for management.
10. Identification of hazards, hazard accident reporting procedures, emergency plans and procedures.
11. The stations drug and tobacco policies.
12. Training

Volunteers shall be required to sign a volunteers Agreement and acknowledge that they have undertaken and understood the induction process and document.

b. Huon and Kingston FM shall determine the extent to which volunteers can use the station's computer, telephones and other equipment and shall advise all volunteers.

Such use shall be infrequent and brief. If usage falls outside this description prior authority shall be obtained from management.

1. Private use of telephones, computers or equipment must not interfere with the access to telephones, computers or equipment by volunteers carrying out station business.
2. Such use shall not impose substantial additional expense for the station.
3. Such use shall not contravene any legislation.

4. No volunteer shall visit websites that may contain illegal, objectionable or similar material.
5. Send any offensive, obscene, threatening, harassing or defamatory messages.
6. Store any information that infringes copyright.

c. An induction session and training shall be held for new members of the management committee and for office bearers.

1. The session shall include:
 - a. The Mission statement, rules, policies, procedures, legislative requirements and CBAA Codes of Practice.
 - b. The roles and responsibilities of office bearers and management committee members.
 - c. Confidentiality issues, conflict of interest requirements and governance best practice.

Policy adopted 23rd July 2018.