

Haliburton County Radio Association  
Volunteer/Employee Policies & Procedures

Section 2 – Code of Conduct

<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Confidentiality of Information	<b>Policy Number:</b> 1

**Policy Statement:** All Canoe FM volunteer/employees have an obligation to maintain the confidentiality of the organization and its volunteer/employees. All volunteer/employees must sign a Confidentiality Agreement.

**Purpose:** To recognize and protect every person’s right to privacy.

President - Board of  
Directors/Station  
Manager

The President of the Board and Station Manager are the designated spokespersons/media contacts for Canoe FM. Either of these persons may designate a representative in their place.

Station Manager

Ensures all volunteer/employees receive information on the need for confidentiality and understand that compliance is a condition of their continued participation in the organization.

Ensures all volunteer/employees sign a confidentiality agreement.

Receives written consent before releasing identifiable information about a volunteer/employee.

Defines who has access to confidential information.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection:</b> 2
<b>Policy Title:</b> Conflict of Interest	<b>Policy Number:</b> 2

**Policy Statement:** All volunteer/employees shall act in the best interest of Canoe FM without the intent, or appearance, of obtaining direct or indirect benefit that might advance their own personal interest.

**Purpose:** To clarify conflict of interest.  
To prevent actual, potential, or perceived conflict of interest.  
To protect Canoe FM from the legal and financial risks associated with conflicts of interest.

**Definition:** A “conflict of interest” is any situation where:

- a) a Member of the Board, Station Manager or a volunteer/employee’s personal interests, or
- b) the interests of a close friend, family member, business associate, corporation or partnership in which they hold a significant interest, or a person to whom they owe an obligation

could influence their decision and impair their ability to act in Canoe FM’s best interest, or to represent Canoe FM fairly, impartially and without bias.

**Board of Directors** When a declaration of a conflict of interest or potential conflict is disclosed by a Board Member, a decision can be made whether the Member:

- a) should recuse themselves from any further participation on the issue, or
- b) may participate in discussion, and
- c) whether the Member may vote in respect to the issue.

The decision can be made by the Board as a group, either together with the Member who disclosed the potential conflict, or by the rest of the Board in the absence of the Member. Regardless, a Member may recuse themselves on an issue where they have a potential conflict of interest. The decision made shall be recorded in the minutes of the proceeding.

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When a discussion during a Board meeting, In-Camera session of the Board, or Board Committee meeting involves a person closely related to a Member, that in itself constitutes a conflict of interest.

*Person – as defined by the Ontario Human Rights Code to include a spouse, child or parent.*

Station Manager

Advise the Board of any personal Conflict of Interest

Ensures volunteer/employees are made aware of the Conflict of Interest Policy.

Assesses the situation and takes appropriate disciplinary action if appropriate when a volunteer/employee contravenes this Policy. Discipline will be governed by “Discipline Policy”

Reports Conflict of Interest situations involving a volunteer/employee, and any action taken, to the Board.

Volunteers/Employees

Advise the Station Manager of any personal actual, potential, or perceived conflicts of interest in regards to Canoe FM

Advise the Station Manager any outside employment, business, commercial or financial interest, where such interest might be seen as being in actual or potential conflict with their Canoe FM related duties.

Report to the Station Manager forthwith any criminal act of which the volunteer/employee becomes aware of in regards to Canoe FM.

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<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> On-Air Conduct	<b>Policy Number:</b> 3

**Policy Statement:** Canoe FM is a federally licensed broadcast station governed by the Canadian Radio, Television and Telecommunications Commission. We are obligated to follow guidelines as set out by the industry organizations. Canoe FM strives to maintain a high level of professionalism and decorum both on air and while representing the radio station in an official capacity off air

**Purpose:** To provide for consistent on-air behavior by volunteers/employees representing Canoe FM. Announcers represent Canoe FM and are expected to perform their duties in a manner of utmost professionalism.

Board of Directors                      Gives support to the volunteers/employees, and ensures that the Station Manager provides orientation, direction, and training to volunteers/employees.

Station Manager                        Ensures that volunteers/employees receive orientation, direction, and training.

Volunteer/Employees                All on-air material is to be factual and delivered in a manner to the best of the individual’s ability according to Canoe FM policies and training.

On air material is not to include:

- abusive, obscene or offensive language
  - discriminatory comments based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status or physical or mental handicap
  - negative comments about individuals, that are based on personal opinion and/or are false and could be construed as slanderous
  - sexist language
  - negative comments regarding businesses, whether a current sponsor or not.
1. Announcers are not to knowingly give free promotion to businesses or services. Specifically this pertains to giving an endorsement with the intent of encouraging listeners to

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patronize the establishment. Conversely, a simple or casual mention of a business name or location, provided it is important to the on air material, may not be a violation.

2. Discussion of controversial subjects must be based on fact and balanced and present both sides of an issue. Generally the announcer should not conclude with a personal opinion one way. Controversial subjects should first be discussed with the Station Manager. *Note: when an announcer is also the Station Manager or a member of the Board of Directors, prior approval will be sought from the Programming Committee and/or the President.*
3. The radio station is not to be used as a “soapbox” for personal beliefs, likes, dislikes, opinions, editorializing or “venting” of anger.
4. There are to be no unauthorized on-air guests or interviews. This includes other announcers. Unless approved by the Station Manager, or indicated on the on-air schedule, announcers are to perform their duties without on-air accompaniment. *Note: when an announcer is also the Station Manager or a member of the Board of Directors, prior approval will be sought from the Programming Committee and/or the President*
5. Live phone bits should be pre-approved by management, if possible. All persons who are interviewed, or used in a phone bit, must be informed (off air) that the contents of the conversation will be broadcast. Should the person object, the material is not to be used.
6. Generally, all references to alcohol should be avoided, with the exception of awareness messages about drinking and driving, responsible drinking, etc.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Dress Code and Conduct	<b>Policy Number:</b> 4

**Policy Statement:** Canoe FM Board Members, the Station Manager and volunteers/employees are expected to appear professional, well groomed and dressed in a manner appropriate to their work, and conducive to presenting a positive image as representatives of Canoe FM.

**Purpose:** To project a positive image for the organization.

Station Manager                      Ensures that all volunteers/employees are aware of the dress code specific to the event/service being provided.

Volunteer/Employee                      Appear professional, well groomed and dressed in a manner appropriate to their work, and conducive to presenting a positive image as representatives of Canoe FM. When in doubt, clarify with the Station Manager.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Section Number:</b> 2
<b>Policy Title:</b> Alcohol and Drugs	<b>Policy Number:</b> 5 Revised January 24, 2019

**Policy Statements:** Volunteer/employees are prohibited from obtaining, selling, possessing or using alcohol, marijuana (except as detailed below), prescription drugs not prescribed for that person or illegal drugs on Canoe FM premises, or while acting on behalf of Canoe FM.

**Purpose:** To ensure the safety of volunteer/employees and to protect Canoe FM’s premises and equipment.

Station Manager

When receiving a request to consume and/or be under the influence of medical marijuana on company time, obtains medical documentation that speaks directly to the employee’s ability to safely and effectively do their job.

Upon becoming aware of a volunteer/employee impaired by drugs and/or alcohol, ensures that the volunteer/employee receives medical care if necessary, and arranges for the volunteer/employee to be transported rather than operating their own vehicle. Reports the incident to the Board of Directors.

May suspend a volunteer/employee impaired by drugs and/or alcohol, or who is suspected of selling or giving illegal or prescription drugs to another person in the workplace, or possessing/using illegal drugs in the workplace, pending an investigation.

Ensures an investigation takes place in the event of a contravention of this policy. The volunteer/employee may be suspended or dismissed subject to appeal to the Board of Directors.

Ensures any disciplinary action is appropriate to the circumstances and severity of the specific event.

Volunteer/Employee

If prescribed medical marijuana and intending to use it on company time or premises, advise the Station Manager and provide documentation as requested.

Reports any breaches of this policy to the Station Manager, or a member of the Board of Directors.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Smoking	<b>Policy Number: 6 Revised January 24, 2019</b>

**Policy Statement: Smoking is not permitted on Canoe FM premises.**

**Purpose:** To prevent adverse health effects for visitors, volunteers/employees and to be consistent with non-smoking legislation. This policy promotes a healthy environment to ensure no person is exposed involuntarily to second hand smoke while inside the station building, or while entering and exiting the building.

**Note: For the purpose of this policy smoking refers to tobacco, vaping and marijuana.**

There shall be no smoking:

- 1) inside any of the buildings, or under any of the covered entrances owned, leased or otherwise occupied by Canoe FM, or
- 2) within a 5-meter radius of any entrance of a Canoe FM building.

Contravention of this policy may result in charges under the Smoke-Free Ontario Act and/or discipline.

Station Manager Ensures all volunteer/employees are aware of the smoking policy, and understands that compliance is a condition of their continued participation in the organization

Takes action when a contravention is brought to his/her attention

Applies discipline, when appropriate

Volunteer/Employee Brings any contraventions to the attention of the Station Manager or a member of the Board of Directors.



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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Human Rights	<b>Policy Number:</b> 7

**Policy Statement:** Canoe FM will demonstrate values and sensitivity to all persons consistent with the Ontario and Canadian Human Rights Code.

**Purpose:** Canoe FM will strive to ensure that no person is discriminated against based on race, ancestry, place or ethnic origin, citizenship, colour, religion, age, sex, sexual orientation, marital status, family status, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

Board of Directors	Ensures that communications present a positive and balanced portrayal towards all groups and persons.  Ensures that services seek to eliminate barriers to full participation at Canoe FM, and promotes positive relations.
Station Manager	Ensures all volunteers/employees are aware of the human rights policy, and understands that compliance is a condition of their continued participation in the organization.  Ensures an investigation takes place when a contravention is brought to his/her attention.  Applies discipline, when appropriate, consistent with “Discipline Policy”.  Advises the Board of any incidents brought to his/her attention and the action taken.
Volunteer/Employee	Brings any contraventions to the attention of the Station Manager or a member of the Board of Directors.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Harassment/Workplace Violence	<b>Policy Number:</b> 8

**Policy Statement:** Canoe FM prohibits any form of harassment or violence in the workplace by Board members, management, volunteer/employees, agents or anyone conducting business with the organization. Volunteer/employees are entitled to work in an environment free from harassment, and workplace violence. All have the right to have their complaints dealt with promptly and confidentially by management.

**Purpose:** To establish a workplace free of tension or anxiety, for volunteers/employees, and to ensure complaints are dealt with promptly

**Definitions**

**Harassment:** It is prohibited for volunteers/employees to engage in a course of vexatious comments or conduct including verbal and emotional abuse that is known, or ought reasonably to be known, to be unwelcome by other volunteer/employees or the public.

**Workplace Violence:**

1. The exercise, or attempt to exercise, physical force by a person against an employee/volunteer in the workplace that causes or could cause physical injury to a volunteer/employee
2. A statement or behavior in the workplace that it's reasonable for an employee/volunteer to interpret as a threat to exercise physical force against themselves.

**Solicitation or Advance** A solicitation or advance may not be made by any person in a position to confer, grant or deny a benefit or advancement to a person, where the person making the solicitation or advance knows, or ought reasonably to know, is unwelcome.

**Reprisals** A reprisal for the rejection of a sexual solicitation or advance may not be made or threatened by any person in a position to confer, grant or deny a benefit to a person who rejects such an advance.

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**Workplace:** Means in, or on, the property of Haliburton County Community Radio Association, or away from Haliburton County Community Radio Association property if the employee/volunteer is engaged in a work-related activity.

**Station Manager** Ensures that:

1. all volunteer/employees are aware that harassment and workplace violence is prohibited
2. an investigation takes place when a contravention is brought to his/her attention.
3. discipline is applied, when appropriate, consistent with “Discipline Policy”.
4. advises the Board of any incidents brought to his/her attention, and the action taken.

**Volunteer/Employees** Refrains from any activity contravening this policy  
Reports any contraventions to the Station Manager or a member of the Board of Directors.

**Complaint Procedure**

Volunteer/employees who feel that they have been harassed, abused or have been subject to workplace violence as defined above should report the circumstances, orally or in writing, to the Station Manager or designate as soon as possible. If circumstances make it preferable to deal directly with the Board of Directors, he/she may do so.

In instances where the complaint is against the Station Manager, the complainant may report to the President of the Board. Where the President of the Board is involved, the complainant may report to the Vice President or any other Board member. In any case, the complainant may be accompanied and/or represented by a third party of their choice.

This policy does not preclude affected volunteer/employees or any person from using the complaint procedure established under the Ontario Human Rights Code.

The Station Manager or designate will conduct a full investigation, that includes witnessed interviews with both the complainant and the alleged offender. Their statements are to be documented, witnessed, dated and signed. Interviews may be recorded.

All reports and discussions are treated in confidence and no subsequent action is taken without the complainant’s knowledge.

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If a resolution cannot be reached, or if the action taken is felt to be unsatisfactory, the affected volunteer/employee may appeal to the Board of Directors.

**Discipline**

Harassment and workplace violence is considered to be a serious offence. Canoe FM has zero tolerance for physical, verbal or sexual harassment or abuse. Offenders will be subject to discipline consistent with “Discipline Policy” and as determined by the Station Manager and Board of Directors.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection Heading:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Financial Property	<b>Policy Number:</b> 9

**Policy Statement:** Canoe FM requires volunteer/employees to safeguard and properly secure the organization’s funds, which includes cash, cheques, valuable documents, supplies, and mail.

**Purpose:** To prevent misuse of organizational funds

Board of Directors	Ensures that an investigation takes place where the Station Manager has been a witness to, or suspected of, a circumstance of theft or fraud.
Station Manager	<p>Determines the location where cash will be kept, the amount of cash, and who may have access to the cash</p> <p>Ensures that volunteer/employees handling Canoe FM cash are fully aware of, and in compliance with, safekeeping arrangements.</p> <p>Ensures that an investigation takes place when a contravention is brought to his/her attention. The Station Manager has the right to suspend the volunteer/employee pending an investigation.</p> <p>Considers that a police report be submitted where appropriate.</p> <p>Where theft or fraud is found, notifies Canoe FM’s insurer and lawyer in order to protect the organization’s interests.</p> <p>Applies discipline, when appropriate, consistent with “Discipline Policy” and in consultation with the Board of Directors.</p> <p>Advises the Board of any incidents brought to his/her attention, and the action taken.</p>
Volunteer/Employee	<p>Shall not withhold, borrow or otherwise use monies belonging to Canoe FM including from fundraising campaigns.</p> <p>Reports any actual or suspected fraud, theft or misuse of money to the Station Manager immediately.</p>

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Shall not falsify information on any form including, but not limited to, expense claims, attendance records and financial records.

Are prohibited from misusing or tampering with software patents or licenses, including those related to computers.

**NOTE:**

The police must be notified if the amount involved exceeds \$1,000.00.

The police may be notified if the amount involved does not exceed \$1000.00.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection Heading:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Internet Use	<b>Policy Number:</b> 10

<b>Policy Statement:</b> Volunteer/Employees are encouraged to use the Internet to further the goals and objectives of Canoe FM.
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- Purpose:**
- To enhance the success and safety of services to the community, the organization and individuals.
  - To prevent actual or potential misuse of the Internet at Canoe FM
  - To clarify what constitutes the misuse of technology owned or operated by Canoe FM.
  - To protect Canoe FM from legal and other risks associated with improper Internet use.

**Types of activities that are encouraged include:**

1. Communicating with fellow volunteer/employees, business partners of Canoe FM, and clients within the context of an individual’s assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual’s assigned responsibilities, and;
3. Participating in educational or professional development activities.

**Inappropriate Use**

Individual Internet use will not interfere with others’ productive use of Internet resources. Users will not violate Federal and Provincial laws or the policies of Canoe FM. This includes, but is not limited to, the following:

1. The Internet may not be used for unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, or soliciting for illegal pyramid schemes, or spreading of computer viruses.
2. Use of the Internet in a manner that is not consistent with the mission of Canoe FM, misrepresents Canoe FM, or violates any Canoe FM policy.
3. Canoe FM prohibits use for mass unsolicited mailings, access by non-employee/volunteers to CANOE FM resources or network facilities,

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uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity, or the dissemination of chain letters, unless pre-approved by the Station Manager or President.

4. Individuals may not copy, alter, or destroy data, software, documentation, or data communications belonging to Canoe FM or another individual without authorization.
5. In the interest of maintaining network performance, users should not send or download unreasonably large electronic mail attachments or video files.
6. Individuals will only use Canoe FM approved services for voice communication over the Internet.

**Procedures:**

Station Manager

Ensures that all volunteers/employees are aware of the Internet Use policy.

Ensures that an investigation takes place of any apparent misuse of Canoe FM's internet resources. Depending on the circumstances, the volunteer/employee may be suspended pending the outcome of the investigation.

Applies discipline, when appropriate, consistent with "Discipline Policy" and in consultation with the Board of Directors.

Advises the Board of any incidents brought to his/her attention, and the action taken.

Volunteer/employees

Refrains from any Internet activity that contravenes this policy

Reports any contraventions to the Station Manager or a member of the Board of Directors



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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Accessibility- Communication	<b>Policy Number:</b> 11

**Policy Statement:** Canoe FM will communicate with persons with disabilities in a respectful and empowering manner.

**Purpose:** To ensure that members of the public with disabilities are offered a variety of suitable ways to communicate.

Station Manager                      Ensure that volunteer/employees that communicate with the public as part of their duties are aware of, and trained, in methods of communicating with those having disabilities that limit their communication.

Ensure that volunteer/employees are aware of the need to communicate with customers and the public in clear and plain language.

Volunteer/employees                In cases where telephone communication is not suitable, or is not available, will offer to communicate with members of the public with disabilities in person, by regular mail, email or other electronic devices.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Accessibility- Service Animals	<b>Policy Number:</b> 12

**Policy Statement:** Canoe FM is committed to welcoming people with disabilities who are accompanied by a service animal on the parts of Canoe FM premises that are open to the public and other third parties, unless the animal is otherwise excluded by law.

Verification of the need for a service animal may be requested by Canoe FM.

**Purpose:** To ensure that persons with disabilities seeking goods and services continue to have the assistance of their service animal.

- |                     |  |
|---------------------|--|
| Station Manager     | <p>Ensure that all volunteer/employees are trained on how to interact with disabled persons accompanied by a service animal.</p> <p>Ensures alternate measures are made available in cases where a service animal is excluded from the premises.</p> |
| Volunteer/employees | <p>Allows access to Canoe FM premises to persons accompanied by, and requiring the support of, a service animal.</p> <p>Consults with the Station Manager when in doubt.</p>   |

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Accessibility- Support Persons	<b>Policy Number:</b> 13

**Policy Statement:** Any person with a disability accompanied by a support person will be allowed to enter Canoe FM's premises with his or her support person.

**Purpose:** To ensure that people with disabilities seeking goods and services provided by Canoe FM and requiring a support person, will continue to be accompanied by, or have access to, a support person.

Station Manager

May require a support person to sign a confidentiality agreement if confidentiality is important due to the information being discussed. Members of the public may be advised of this requirement through oral or written means.

May require that a member of the public with a disability have a support person in attendance when there may otherwise be a risk to the health and safety to the person with the disability, or to others.

Volunteer/employees

Allows access to Canoe FM premises to members of the public with a disability accompanied by a support person when seeking goods and services provided by Canoe FM.

Consults with the Station Manager when in doubt.

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<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Accessibility - Information	<b>Policy Number:</b> 14

**Policy Statement:** Canoe FM’s employment practices will meet the information accessibility needs of employees, volunteers and applicants with disabilities.

**Purpose:** Canoe FM welcomes and encourages employees, volunteers, and applicants with disabilities. Accommodations will be made available, where possible, on request from individuals taking part in Canoe FM’s selection, employment and promotion processes.

**Station Manager:** Ensure employees, volunteers and the public are aware that Canoe FM will accommodate the needs of people with disabilities in Canoe FM’s selection process.

Communicates with employees and volunteers with disabilities regarding how best to accommodate their needs to receive information.

If an applicant or successful candidate with a disability requests an accommodation, discuss their needs and make adjustments to support them, where possible.

Provide workplace information in an accessible format if an employee or volunteer with a disability requests.  
This includes:

- information employees and volunteers require to perform their jobs
- general information available to all employees and volunteers

Make emergency information accessible when Canoe FM becomes aware an employee or volunteer with a disability may need accommodation in an emergency.

Ensure that volunteer/employees are aware of the policy to support people with disabilities.

In cases of established performance management or career development processes, consider the access to information needs of an employee or volunteers with disabilities when:

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- holding formal or informal performance reviews
- promoting or moving volunteer/employees with disabilities to a new job

Examples include:

- making documents available in accessible formats
- providing feedback and coaching in a way that is accessible
- providing accommodations needed to successfully learn a new skill or take on more responsibilities

Volunteer/employees

Advise the Station Manager when a disability impacts on performance and requires an accommodation.

Participate in a discussion on the most appropriate means to accommodate the disability in the workplace.

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<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Broadcasting Code of Ethics	<b>Policy Number:</b> 15

<b>Policy Statement:</b> Free speech and an informed public are vital to a democratic society. Accuracy of information broadcasted by Canoe FM is a paramount responsibility
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**Purpose:** To ensure Canoe FM’s broadcasters promote, protect the freedom to report independently, and accurately broadcast matters of public interest, and present a wide range of expressions, opinions and ideas.

Broadcasters

Accuracy – Broadcasters will inform the public in an accurate, comprehensive and fair manner about issues and events

Equality – Broadcasters will report factors such as race, national or ethnic origin, colour, religion, sexual orientation, marital status or physical or mental disability only when they are relevant.

Authenticity - Broadcasters will present news and information without distortion. Interviews may be edited provided that the meaning is not changed or misrepresented. Broadcasters will not present news that is rehearsed or re-enacted without informing the audience. Broadcasters should take steps to ensure the authenticity of all audio, including news material acquired from the public, free lancers and other sources before broadcasting it. Editorials and commentary will be identified as such.

Privacy - Broadcasters will respect the dignity, privacy and well being of everyone with whom they deal, and will make every effort to ensure that newsgathering and reporting does not unreasonably infringe on privacy except when necessary in the public interest. Clandestine newsgathering techniques should only be used when necessary to the credibility or accuracy of a story in the public interest.

Independence - Independence is a fundamental value and we will resist any attempts of censorship that which would erode it. Broadcasters will resist pressures to change or alter the news. Intrusion into content, real or apparent should be resisted.

Integrity - Broadcasters will not pay subjects or sources that have a

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vested interest in a story. Commentators or contracted experts are exempted. Broadcasters will not accept financial compensation from those who seek to influence news coverage thereby compromising journalistic integrity and independence.

Conflict of Interest - Broadcasters represent Canoe FM. They will govern themselves on and off the air in such a way as to avoid conflict of interest, real or apparent.

Corrections - Errors will be quickly acknowledged and publicly corrected on all platforms.

Decency and Conduct - Broadcasters will treat people who are subjects and sources with decency. They will use special sensitivity when dealing with children. They will strive to conduct themselves in a courteous and considerate manner, newsgathering as unobtrusively as possible. They will strive to prevent their presence from distorting the character or importance of events.

Fair Trial - In reporting matters that are or may be before the courts, broadcasters will ensure that their reporting does not interfere with the rights of an individual to a fair trial.

Reporting on violent criminal activities such as hostage takings, prison uprisings or terrorist acts will be done in a fashion that does not knowingly endanger lives, offer comfort and support or provide vital information to the offender(s). Canoe FM volunteer/employees will not contact victims or offenders during the course of a criminal incident for the purpose of conducting an interview that could interfere with a peaceful resolution.

Intellectual Property – Plagiarism is unacceptable. Broadcasters will strive to honour the intellectual property of others, including video and audio materials.

Impediments – Broadcasters will seek to remove any impediments to or bans on the gathering or reporting of news in the public interest.

Sources – Broadcasters will make every effort to attribute news on the record. Confidential sources should be used only when it is clearly in the public interest to gather or convey important information or when a person providing information might be harmed.

Any news items gathered from sources other than reputable commercial

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news agencies will be discussed with and approved by the Station Manager prior to airing.

Respect and Enforcement – Volunteer/employees of Canoe FM will respect the provisions of this Code and Canoe FM itself will take all reasonable steps to encourage that all broadcasters are aware of the Code, even if they are not themselves a volunteer/employee of Canoe FM.

Station Manager Approve any news items gathered from sources other than reputable commercial news agencies prior to airing.

*Adapted from The Association of Electronic Journalists Code of Ethics – RTDNA Canada*



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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Copyright	<b>Policy Number:</b> 16

**Policy Statement:** Canoe FM complies with the federal Copyright Act, which provides protection to authors/creators and their exclusive legal right to reproduce, publish or sell a work. When programs are produced at Canoe FM with Canoe FM resources, the copyright of the audio belongs to Canoe FM. Canoe FM volunteer/employees shall not receive any remuneration for works produced at Canoe FM with Canoe FM resources.

**Purpose:** To guide Canoe FM and its volunteer/employees through issues of copyright when offering a program within and outside of Canoe FM's studio. Inform volunteer/employees of the need to respect copyrighted materials when creating a program.

**Station Manager** Ensures that all volunteers/employees are made aware of the Copyright Act, understands what is protected under the Copyright Act and the consequences of infringement of these rights.

Ensures that a copy of a guide regarding the Copyright Act is available to volunteers/employees.

Ensures Copyright Policies and Procedures are adhered to.

**Volunteer/Employees:** May only air music, performances and previous broadcasts that have been legally obtained or produced.

Respect copyright law and the rights of existing copyright holders.

When producing a program outside of Canoe FM's studio for broadcast on Canoe FM, the producer must respect the rights of existing copyright holders. The copyright of this audio belongs jointly to the producer and Canoe FM. Canoe FM must be acknowledged when these programs are used on a non Canoe FM platform.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Nepotism	<b>Policy Number:</b> 17

<p><b>Policy Statement:</b> Within the guidelines of the Ontario Human Rights Code, senior staff, the Board of Directors and members of the Committees of the Board will avoid nepotism and the appearance of nepotism. Directors and Committees of the Board will be held to a high standard of independent judgment.</p>
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**Purpose:** To avoid serious conflicts and problems with favoritism and employee morale.

Board of Directors                      An immediate family member (as defined by the Ontario Human Rights Code to include a spouse, child, parent) of a Director of the Board shall not serve on the Board or any Standing or Special Committee of the Board concurrently. Exceptions may be made with the approval of the Board.

Station Manager                        A person is not eligible to be hired for an employment position if a member of their immediate family will exercise supervisory authority.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 2
<b>Policy Title:</b> Social Media	<b>Policy Number:</b> 18

**Policy Statement:** Canoe FM strives to maintain a high level of professionalism and decorum while representing the radio station on all social media, which includes newspaper, television, radio, as well as digital media such as Facebook and Twitter.

**Purpose:** To govern the publication and commentary on social media by volunteers and employees of Canoe FM.

**Station Manager:** Encourage volunteer/employees to actively participate in social media for the general benefit of Canoe FM.

Approve and control those given access to post on Canoe FM owned social media sites.

Monitor publications and commentary on social media by volunteer/employees using Canoe FM official sites.

**Volunteer/Employees:** Ensure that views and opinions expressed do not reflect negatively on Canoe FM, and are not in conflict with any Canoe FM policy, when posting on Canoe FM owned social media sites.

Ensure that the views and opinions expressed are their own and do not reflect negatively on Canoe FM when posting on their own personal accounts.