

Haliburton County Radio Association  
Volunteer/Employee Policies & Procedures

Section 4 - Other

<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Other	<b>Section Number:</b> 4
<b>Policy Title:</b> Health and Safety	<b>Policy Number:</b> 1

**Policy Statement:** Canoe FM is committed to providing a safe workplace for all volunteer/employees.

Canoe FM is committed to take every reasonable effort to eliminate hazards that cause accidents and injuries.

Disregarding, or willful violations, of this Policy by volunteer/employees at any level may be considered cause for disciplinary action.

**Purpose:** To ensure compliance with the *Occupational Health and Safety Act* and regulations.

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|--------------------|--|
| Board of Directors | Provides resources necessary for the health & safety program<br>Ensures that operations comply with both the law and the program<br>Demonstrates commitment to accident prevention   |
| Station Manager    | Provides a safe and healthy workplace<br>Establishes and maintains a health & safety program<br>Ensures that volunteer/employees are properly trained and provided with health & safety information<br>Acquaints new volunteer/employees with workplace hazards and safe work procedures<br>Ensures first aid supplies are available as required<br>Checks work practices and work areas for hazards and takes corrective action where required<br>Ensures that any injuries are treated and reported to the Board of Directors and any other authorities as required<br>Ensures that accidents are investigated, and takes action to prevent reoccurrence<br>Consults with the health and safety representative |

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Volunteer/Employees Works in accordance with the safety program

Works in a manner that doesn't endanger him/her self or others

Reports unsafe situations to the Station Manager or designate

Complies with the Occupational Health & Safety Act and all relevant regulations

Reports injury or illness immediately to the Station Manager or designate

Helps new volunteer/employees recognize job hazards and follow proper procedures

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Other	<b>Subsection Number:</b> 4
<b>Policy Title:</b> Vacation/Leave of Absence	<b>Policy Number:</b> 2

**Policy Statement:** All Canoe FM volunteer/employees are expected to give notice of planned absences.

**Purpose:** To ensure smooth day-to-day operations of the organization.

Station Manager                      Assists in filling the vacant position.

Volunteer                                Attempts to fill vacancy resulting from his/her absence.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Other	<b>Section Number:</b> 4
<b>Policy Title:</b> Travel Reimbursement	<b>Policy Number:</b> 3

**Policy Statement:** Canoe FM will reimburse volunteer/employees for authorized expenses associated with approved attendance and travel to meetings, conferences, conventions, seminars and workshops.

**Purpose:** To ensure volunteer/employees are reimbursed for allowable expenses.

**Eligible Expenses**

**Rates:**

**Registration**

at cost

**Travel:**

Personal Automobile

As per receipts

Air, Rail, Bus Fare

Economy rate

Rental Car

Only where more economical

Incidentals (taxi, subway, parking)

at cost

**Accommodation:**

Room

Rate charged for function (or less)

Ceiling: \$200/night (excluding room tax, HST)

Clear documentation needed to support additional cost

Meals

Breakfast \$10.00 plus HST, gratuities

Lunch: \$15.00 plus HST, gratuities (food & non-alcoholic beverages only)

Dinner: \$25.00 plus HST, gratuities (food & non-alcoholic beverages only)

Per day limit \$50.00 plus HST, gratuities.

Anything above these amounts must have documented proof

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**Other:**

Other Travel Costs:	at cost
Travelers Cheques:	at cost
Airport departure taxes	at cost
Foreign money exchange	at cost
Travel insurance	at cost
Health insurance	at cost

**Ineligible Expenses:**

Costs associated with procuring birth certificates & passports

Expenses of a spouse or travelling companion

**Approval:**

Prior approval by the Board of Directors is required, upon recommendation of the Station Manager, and is subject to sufficient funds being available.

**Claims:**

Must be submitted to the Station Manager no later than the end of the next month after expense incurred

Must be supported by receipts where ever possible, unless excluded by this policy

Must be submitted on an Expense Account Form

**Travel Agent:**

May be booked through agent of choice or through Canoe FM office.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Other	<b>Subsection Number:</b> 4
<b>Policy Title:</b> General Insurance	<b>Policy Number:</b> 4

<b>Policy Statement:</b>	<p>Canoe FM will maintain adequate insurance including:</p> <ul style="list-style-type: none"> <li>- Commercial general liability/professional liability/communications liability/equipment coverage</li> <li>- Directors' and Officers' liability insurance</li> <li>- Accidental death and dismemberment coverage</li> <li>- Property insurance includes criminal insurance</li> </ul>
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**Purpose:** To ensure Canoe FM has sufficient and appropriate insurance coverage

Board of Directors	Reviews the amount and type of insurance required annually as recommended by the Station Manager.
Station Manager	<p>Obtains quotes as to insurance premiums.</p> <p>Ensures premiums are paid.</p> <p>Where appropriate, informs volunteer/employees of the insurance coverage carried by Canoe FM.</p> <p>Monitors claims, and makes recommendations to the Board regarding insurance requirements for Canoe FM and volunteer/employees.</p> <p>Identifies issues and takes action to reduce claims.</p>
Volunteers/Employees	<p>Reports any occurrence immediately to Station Manager where organization insurance would be involved.</p> <p>Completes necessary forms as requested by the Station Manager.</p>

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Other	<b>Subsection Number:</b> 4
<b>Policy Title:</b> Retraction Policy	<b>Policy Number:</b> 5

<b>Policy Statement:</b> A three-point retraction policy is in effect in the event that damaging, inflammatory or incorrect information is determined to have been broadcasted against an individual or organization.
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**Purpose:** To ensure accountability in broadcasting.

Station Manager: Ensure that an investigation is conducted upon receipt of a complaint.

On determining that an individual or organization has been wronged, the following will take place:

1. Inform, and consult with, the Board of Directors.
2. Canoe FM shall broadcast a written retraction three (3) times during prime time hours at times as negotiated by the radio Station Manager and the injured party. All three retractions may be broadcast on a single day or over a period of three days. The injured party will approve the wording of the retraction.
3. A letter or apology will be forwarded to the party(s) involved within one week of the on-air apology.
4. The person or persons having broadcast the information will be counseled on liable and slander, as well as the need to avoid airing inflammatory and incorrect information. The infraction will be noted in the offending person(s) personnel file and any subsequent instances will be subject to progressive discipline or dismissal.

Should the above not be satisfactory to the person or organization, every effort will be made by the Station Manager to come to a satisfactory resolution.

**Note:** in the absence of a complaint, any such behavior as noted above that comes to the attention of the Station Manager will be dealt with as in point 4 above.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Other	<b>Subsection Number:</b> 4
<b>Policy Title:</b> Logo Protection	<b>Policy Number:</b> 6

The Canoe FM logo is copyrighted and its use is at the express permission of Canoe FM. It is essential to control and protect the use and integrity of the Canoe FM logo.

**Purpose:** To control the use of the Canoe FM logo.

Volunteer/Employee

When using the Canoe FM logo on a communication or publication, uses only the approved Canoe FM logo in “red transparent” or “black and white” as available from the Station Manager.

Station Manager

Ensures that any requests to use the Canoe FM logo from outside the organization are in writing and receives the express written consent of the Board.

Brings any real or perceived breaches of the use of Canoe FM’s logo to the attention of the Board.

Ensures the logo is used on all appropriate printed material, promotional material and merchandise.

Creates awareness among volunteer/employees of the importance of protecting the use of Canoe FM’s logo.

Copies of these logos may be requested for use:





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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Other	<b>Subsection Number:</b> 4
<b>Policy Title:</b> Volunteers Vying for Prizes	<b>Policy Number:</b> 7

<b>Policy Statement:</b> Volunteer/employees eligibility for Canoe FM Contest Prizes
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**Purpose:** To clarify eligibility for volunteer/employees vying for Contest Prizes

**Station Manager:** Ensures orientation session discusses eligibility for volunteer/employees participating in On-Air and Online Canoe FM Contests

**Volunteer/Employees:**

Volunteer/employees, and members of their household, are ineligible to enter, or win, on-air or online give away prizes that don't require a purchased chance.

Volunteer/employees and members of their households may participate in a purchased chance for on-air or online prizes, e.g. auctions, bingo sheets, raffles

All bidders in an auction must be outside of Canoe FM's premises when making a telephone call, or an online bid, on all auction items in order to negate any perception of unfair information or influence.

Volunteer/employees working a bingo event are not eligible to play in that night's event.

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<b>Section Heading:</b> Volunteer/Employee Management	<b>Section Number:</b> VM
<b>Subsection:</b> Code of Conduct	<b>Subsection Number:</b> 4
<b>Policy Title:</b> Video Surveillance	<b>Policy Number:</b> 8

**Policy Statements: Video cameras will be used to monitor public and semi-public areas of Canoe FM's facility for the primary purpose of workplace security. All attempts will be made to minimize the intrusion into the privacy of volunteer/employees at, and visitors to, Canoe FM.**

**Purpose:** For the workplace security and safety of volunteer/employees and to protect Canoe FM's premises and property.

**Note:**

- The viewing range of the cameras will be limited to the front walk leading to Canoe FM, the front door, and the entrance corridor. The cameras are fixed in position and cannot be manipulated. Audio is not recorded.
- Video images will feed to monitors in the main broadcast studios.
- Recorded video is accessible only by the Station Manager or designate.
- Recorded video is not permanently stored. Storage is limited, and new video will overwrite the oldest electronic records once the storage limit is exceeded.

**Station Manager**

1. Is responsible for the use of Canoe's video surveillance system and privacy compliance consistent with this policy. Any enquiries will be directed to the Station Manager or designate.
2. Allows access to recorded video surveillance images only for justified business purposes, including workplace accidents and in the event of a request from law enforcement personnel for the purposes of an investigation.
3. Give individuals and volunteer/employees access to video images of themselves upon request.
4. Any disclosure of video surveillance will be maintained in a log that includes the date of the request, the individual/organization making the request, the dates of the images disclosed and the reason for the request.
5. Any unauthorized/improper disclosure of images will be disclosed to the Board of Directors and may be subject to discipline.

**Volunteer/Employee**

1. Uses the video surveillance system consistent with this policy.
2. May request access to video images of themselves.

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<b>Section Heading:</b> Volunteer/Employee Mgt	<b>Section Number:</b> VM
<b>Subsection:</b> Other	<b>Subsection Number:</b> 4
<b>Policy Title:</b> Promotional Material and Communications	<b>Policy Number:</b> 9

**Policy Statement:** It's important that Canoe FM present a consistent corporate image and brand to the community when creating any communication or publication on behalf of the Station.

**Purpose:** To ensure a unified vision of the Canoe FM brand on Canoe promotional material and communications.

**Volunteer/Employee**

1. When creating a communication or publication a simple font is encouraged. It's best to limit the number of fonts used in any one communication or publication.
2. Every communication or publication that is prepared on behalf of the station must contain the following:
  - Approved Canoe FM logo in either red transparent or black and white as available from the Station Manager;
  - Station contact information as appropriate to the communication (i.e. station call letters, address, phone/text number, website, etc).
3. For clarification, or when in doubt, refer questions to the Station Manager. The Station Manager has the final authority to approve any Canoe FM promotional material on behalf of the Station.

**Station Manager**

1. Ensures that Canoe FM promotional and communication material is in compliance with this policy.