

# **CANOE FM**

## **Staff/Volunteer Acknowledgement Form**

(to be signed after acceptance and initial orientation session)

### **Section A Acknowledgement of Role as Volunteer**

AS A STAFF PERSON/VOLUNTEER FOR CANOE FM YOU WILL:

- Attend information, orientation and training sessions as required.
- Be aware that all programs on Canoe Radio are subject to change at the discretion of the Program Committee and Station Management.
- Treat all listeners and members of the public with dignity, respect, and sensitivity.
- Not consume alcohol or take any substance that may induce drowsiness or lack of concentration.
- Not engage in practices of conflict of interest which may include requesting any monies outside of fundraising efforts, accepting gifts of value from listeners, or promoting goods or services in which you have a self-interest.
- Not undertake or commit Canoe FM to any broadcasting outside of day to day schedules without the knowledge and approval of the Station Manager. Canoe FM assumes no liability or responsibility for such private arrangements.
- Record **all** your volunteer hours on the volunteer sign in sheet/staff attendance sheet as required. (located on the wall in the front hallway).
- Inform the Station Manager, if there are concerns regarding your health which may affect your ability to do your job.
- Refrain from airing works in contravention of the Canadian Copyright Act.
- Volunteers and staff are not eligible to enter any of Canoe FM's on air contests.
- Be immediately dismissed or suspended if you are charged with any serious offense, breach the confidentiality agreement or the conflict of interest agreement or the On Air Code of Conduct.

By signing below, you understand that failing to comply with the above may result in your being terminated as a volunteer for Canoe FM

**Volunteer Recognition**

Canoe FM wishes to recognize you as a staff member/volunteer, and thanks you for your contributions by periodically acknowledging you in person or at functions. Will you grant us permission to include you in recognition activities and initiatives?

**Please check one:**    Yes \_\_\_\_                      No \_\_\_\_

**Freedom of Information and Protection of Privacy**

By my signature below, I give consent for Canoe FM to use the personal information or my picture provided above for the purposes explained in this form. This form will act as a consent release.

**Volunteer/Employee Management Policies and Procedures**

My signature below indicates that I have received, read and will follow the Haliburton County Community Radio Association Volunteer/Employee Management Policies and Procedures. I am also aware that if I do not follow the Policies and Procedures in this document, I will be terminated as a volunteer with The Haliburton County Community Radio Association otherwise known as Canoe FM.

- I understand that as a volunteer with Canoe FM I must be double vaccinated against COVID 19.
- I have read the Diversity and Inclusion for Radio information that Canoe FM has provided

**Canadian Copyright Act Information:**

Your signature below indicates that you are aware of the Copyright Act of Canada and that you have read the document entitled “What is Copyright” that is part of your volunteer package.

I have read and agree with all of the above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_