

MELBOURNE COMMUNITY TELEVISION CONSORTIUM LTD

(ACN 104 562 076)

VOLUNTEER POLICY

(Last amended July 2011)

1. Preamble

Volunteers are a vital and integral part of Melbourne Community Television Consortium Ltd. (MCTC Ltd). The MCTC Ltd Volunteer Policy is a public statement that the Station has adopted to give those associated with the station a clear idea of their rights and responsibilities in relation to volunteer work.

NB: Volunteers are also given every opportunity to be able to contact any Member organisation of the company. Each of these organisations will have their own volunteer policy, constitution etc.

2. Definition of a Volunteer

For the purposes of this policy, a volunteer is a person who contributes to the operation of MCTC Ltd by working without a salary, has signed the MCTC Ltd Confidentiality Agreement, and has been approved as a volunteer by the General Manager.

3. Volunteer roles – tasks assigned

Volunteers will be given duties by the General Managers to support the Front Office/Reception or Presentation/Ingest areas, or other areas identified by the General Manager.

4. Rights and Responsibilities of a Volunteer at MCTC Ltd

A volunteer has the right to:

- (a) be treated as a co-worker.
- (b) be given a suitable assignment with consideration for personal preference, temperament, abilities, education, training and employment to the best endeavours of the area or department manager.
- (c) expect clear and open communication from management at all times.
- (d) appropriate orientation, introduction and provision of information.
- (e) be given information, where relevant, about the organisation, its policies, people and programmes.
- (f) be heard and to make suggestions and be respected for any honest opinion.
- (g) have performance appropriately assessed and effectively recognised.
- (h) be given a statement at the completion of the term of voluntary service covering duties that had been carried out whilst that person had been a volunteer at MCTC Ltd.

A volunteer is expected to:

- (a) maintain a professional attitude towards volunteer work.
- (b) follow all occupational health and safety standards and practices as set out in the induction session.
- (c) abide by Rules of Association, policies, procedures and Codes of Practice of MCTC Ltd.
- (d) be prompt, reliable and productive with regard to commitments and agreements made with MCTC Ltd.
- (e) be a faithful representative of MCTC Ltd's constitution and policies when representing the station.
- (f) notify the relevant supervisor if unable to meet commitments.
- (g) maintain confidentiality with respect to information gained through service.
- (h) respect the rights of broadcasters to communicate their information and points of view within the applicable laws and policies.
- (i) develop an understanding of the philosophies and structure of the station.
- (j) maintain a preparedness to attend relevant meetings and training workshops as required and to comply with the decisions of the station management.
- (k) achieve competence in skill levels, with a set time framework, as laid out in the volunteer guidelines, and determined by the various departments within MCTC Ltd.

5. Rights and Responsibilities of MCTC Ltd

MCTC Ltd has the right to expect that a volunteer will:

- (a) have the full cooperation from a volunteer to station objectives, policies and procedures.
- (b) have equivalent effort and service from a volunteer worker as a paid one with regard to reliability, punctuality, honesty and performance.
- (c) observe confidentiality with respect to all activities of MCTC Ltd unless the specific authorisation in writing has been provided by the General Manager to make any matter public.
- (d) decide in consultation with a volunteer as to where that volunteer would be best to work.

MCTC Ltd has the responsibility to:

- (a) value the importance of the role of the volunteer within the organisation.
- (b) ensure volunteers are aware of standard occupational health and safety procedures.
- (c) assign volunteers appropriate tasks in accordance with their abilities, strengths, training and experience in accordance with the need of the station.
- (d) acknowledge the contribution made by the volunteer.
- (e) train staff in coordinating and working with volunteers.
- (f) provide adequate and formal methods of giving positive and constructive feedback.

6. Suspension/Termination of Services of a Volunteer

If a volunteer is not meeting their responsibilities, or has breached the policies of MCTC Ltd or the law, or the General Manager has other reasons to suspend or terminate a volunteer, the following procedure is to be followed:

- (a) The General Manager must advise the volunteer in writing that they intend to suspend or terminate the volunteer arrangement and the reason for the suspension or termination.
- (b) If the volunteer disputes the decision, they may call a meeting with the General Manager and a representative of the Board
- (c) The meeting shall be held within two weeks at a time and place determined by the General Manager.
- (d) If an agreement or solution is not reached during this meeting, the MCTC Ltd Grievance Procedure is to be followed.
- (e) Until an agreement or solution is reached, the volunteer will remain suspended or terminated.
- (f) If the suspension or termination the result of a serious breach, as determined by the sole discretion of the General Manager, then the above procedure does not need to be followed.
- (g) A suspended or terminated volunteer is:
 - (i) not permitted to participate in programming that is being broadcast live-to-air.
 - (ii) not entitled to enter or remain on any C31 premises unless given the specific permission to do so, in writing by the General Manager.

7. Grievance Procedure

A volunteer may invoke the MCTC Ltd Grievance Procedure.

8. Volunteer Principles

MCTC Ltd recognises principles of the Universal Declaration of Volunteering as proclaimed by the International Association for Volunteer Effort (September 1990).