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## Procedures for Disciplinary Action and Dismissal of Volunteers

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### **Background**

Volunteers are an invaluable resource to Brisbane Interactive Radio Group Inc. and our primary aim is to encourage and support their contribution to our organisation. However, it is also recognised that there may be times when a volunteer needs to be counselled, disciplined and perhaps dismissed.

We undertake to handle such situations in a professional manner, ensuring communication between our organisation and the volunteer is clear, fair, objective and remains within the policy outlined below.

Throughout the process, our board will reflect on its own operations, as well as those of the station, and will consider the circumstances, actions and behaviour, leading to the situation. The following questions will guide this process:

- Have the roles, values and expectations of the organisation been clearly communicated to the volunteer and subsequently reinforced during prior conversations regarding the volunteer's performance?
- Are there any other factors that may be contributing to the volunteer's poor performance e.g. learning difficulties or language barriers?
- Has the volunteer been reminded of expected codes of conduct and consequences for breaches? Have they received an induction pack?
- Has the volunteer received training/mentoring and or coaching to improve performance?
- Has a verbal and written warning been given to the volunteer explaining that any further non-compliance will result in suspension or termination of the volunteering opportunity?
- Did the volunteer have the opportunity to respond to prior verbal and written warnings?

### **Purpose**

This document outlines a policy and procedure for disciplinary measures and dismissal. It aims to provide a clear and fair structure that is understandable to both management and volunteers.

The policy includes an appeals mechanism to ensure a 'right of reply' to a volunteer who has been disciplined. This is further complemented by BIRGI.

Grievance and Dispute Resolution Policy, which may be used in a situation where a volunteer believes they have not been fairly heard or that the Procedures for Disciplinary Action and Dismissal of Volunteers has not been adequately followed.

This document does not include the procedure for expulsion of a member from the association, which is laid out in the constitution of BIRGI.

## **Policy**

1. The procedure for disciplinary action is a three-step process which includes:

- First formal notice in writing
- Second formal notice in writing
- Notice to the volunteer of dismissal from duties.

2. For issues that are considered minor, a conversation with the volunteer may be appropriate; however this will not be considered part of the formal disciplinary action (although it may be referred to in later action).

3. Written notice will include details of the issue and, where feasible, evidence. In a case where the disciplinary measure has been instigated by a complaint, it may be appropriate to include a copy (with identification removed) or extract of this complaint.

4. Further disciplinary actions, such as a suspension of volunteer duties for a period of time, may also be appropriate. In such cases these actions will be included with the formal notice in writing.

5. Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time, eg: not immediately prior to, or during a broadcast

6. Notice of a disciplinary measure will be given by a member of the management committee

7. Volunteers will be provided an appeal against the action. This may take the form of a meeting with the management committee, or a representation in person and/or in writing to the board.

8. The volunteer may bring a representative to any such meeting.

9. Should an appeal result in a change of the disciplinary action, or removal of it, this will be confirmed in writing to the volunteer.

10. Conduct which may lead to disciplinary action includes, but is not limited to:

- a. Poor timekeeping and unreliability
- b. Not following pre-existing station rules and policies, including programming policies, program briefs. Serious breaches of Station rules and policies such as not following the BIRGI Grievance and Dispute Resolution Policy, is also regarded as 'gross misconduct'.
- c. Engaging in acts or broadcasts which may breach the Codes
- d. Engaging in broadcasts which may breach other related legislation such as the Broadcasting Services Act 1992 (which includes sponsorship provisions), copyright or defamation laws
- e. Inappropriate handling or use of station equipment or other property
- f. Rudeness or hostility towards other volunteers or staff members
- g. Intoxication through alcohol or other substances during working hours

11. Some conduct may be tantamount to 'gross misconduct', in this instance a volunteer may be dismissed without prior warning

12. Conduct which may be classed as gross misconduct may include, but is not limited to:

- a. Verbal or physical harassment of any other volunteer, employee, member or guest of Brisbane Interactive Radio Group Inc. (Switch 1197), particularly in respect of race, sex or religion
- b. Wilful damage to or theft of property belonging to Brisbane Interactive Radio Group Inc. or other volunteer, employee, member or guest of BIRGI
- c. Falsifications of any of the organisation records for personal gain
- d. Commercial misrepresentation of Brisbane Interactive Radio Group Inc.
- e. Publicly bringing Brisbane Interactive Radio Group Inc. into disrepute

13. In a case of a volunteer being dismissed without prior warnings, the volunteer will be provided an appeal as outlined in point 7