

MELBOURNE COMMUNITY TELEVISION CONSORTIUM LTD

(ACN 104 562 076)

Volunteer Policy

(Last amended 8 February 2022)

INTRODUCTION

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 of volunteer rights and responsibilities in relation to volunteer work at Channel 31.

Volunteers may also contact any Member organisation of the company. Each of these organisations will have its own volunteer policy, constitution and requirements which must also be complied with by the volunteer.

DEFINITIONS 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.

VOLUNTEER ROLES – TASKS ASSIGNED

Volunteers may be given duties by Management to support the Front Office/Reception or Presentation/Ingestareas, or other areas identified by the relevant Manager.

RIGHTS AND RESPONSIBILITIES OF A VOLUNTEER AT MCTC LTD

A volunteer has the right to:

- a) be treated as a co-worker.
- b) activities will be allocated with consideration to availability, personal preference, abilities, training and skills to the best endeavours of station management.
- c) always expect clear and open communication from management.
- d) appropriate orientation, introduction, and provision of information.
- e) be given appropriate information about the organisation, its policies, people, and programs to allow successful completion of volunteer work.
- f) contribute and make suggestions.
- g) have performance appropriately assessed and effectively recognised.
- h) be given a statement at the completion of the term of voluntary service covering the duties that had been carried out as a volunteer at MCTC Ltd.

A volunteer is expected to:

- a) acknowledge that Channel 31 cannot guarantee that there will be activities that are appropriate to the skills a volunteer is offering.
- b) maintain a professional attitude towards volunteer work.
- c) follow all occupational health and safety standards and practices as instructed.
- d) abide by all policies and procedures of MCTC Ltd.
- e) be prompt, reliable and productive regarding commitments and agreements made with MCTC Ltd.
- f) be a faithful representative of MCTC Ltd.'s constitution and policies when representing the station, including adhering to the C31 Code of Behaviour.
- g) notify the relevant supervisor if unable to meet commitments.
- h) maintain confidentiality with respect to information gained through service.
- i) respect the rights of broadcasters to communicate their information and points of view within the applicable laws and policies.
- j) develop an understanding of the philosophies and structure of the station.
- k) maintain preparedness to attend relevant meetings and training workshops as required and to comply with the decisions of the station management.
- l) 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.

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) maintain the confidentiality, integrity, and security of information to which they have access as a volunteer at MCTC Ltd unless the specific authorisation in writing has been provided by the General Manager to make any matter public.

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, and 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.

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 relevant 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 is 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.

GRIEVANCE PROCEDURE

A volunteer may invoke the MCTC Ltd Grievance Procedure.

VOLUNTEER PRINCIPLES

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

ASSOCIATED DOCUMENTS

MCTC Ltd Code of Behaviour

MCTC Ltd Grievance Procedure

AUTHORISATION

Signature of CEO

Name of CEO

Date

Signature of Board Secretary

Date of approval by the Board

Melbourne Community Television Consortium Ltd.

ACCOUNTABILITY

Accountable / Responsible Officer	General Manager
Date	28 February 2022
Scheduled Review Date	28 February 2024