



**Muslim
Community
Radio**

Volunteers

Rights and Responsibilities

Policy title: 2MFM Volunteers Rights and Responsibilities
Policy under Code 2.3 of the CBAA Code of Practice

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Summary: This document outlines the rights and responsibilities of all volunteers of the 2mfm organisation. It outlines the procedures in which the organisation will inform volunteers of these rights and responsibilities, and the way in which 2mfm will follow through with this information.

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Purpose

This Policy sets out the **Muslim Community Radio's** best practice in the responsible management of its volunteer program. The purpose of this Policy is to provide a clear statement about the roles and responsibilities of volunteers and the **Association** as stipulated in CBAA Code 2.3 (a) (b) (c).

Guiding Principles

1. As a community radio station, **2mfm** relies heavily on the efforts of its volunteers in its programming and operations. **2mfm** volunteers are diverse in age, gender, ethnicity and race. This diversity is a result of **2mfm's** commitment to the principle of involving youth, women and Muslims from diverse ethnic backgrounds, in all areas of programming and operation, including giving access to broadcasting facilities.
2. **2mfm** volunteers are expected to have some awareness of, and adherence to the community broadcasting Codes of Practice, the Broadcasting Services Act 1992, Anti-Discrimination Act, Copyright Act, media laws including defamation and contempt. They are also expected to adhere to the **2mfm** license conditions and have strict observation of the **Association** Objectives. **2mfm's** broad objectives include:
 - 2.1 To further the moderate teachings of Islam to Muslims, with consideration to the Australian social climate
 - 2.2 To address extremist views and actions that manifest under the auspice of Islam
 - 2.3 To foster moderation and social cohesion through the true teachings of Islam
 - 2.4 To remain politically impartial and unaffiliated
 - 2.5 To maintain total independence from the commercial sector, and domestic and international governments and finance bodies.
 - 2.6 To bridge communication gaps between Muslims and the wider Australian community
3. **2mfm** is committed to remain a free and independent broadcaster in the Australian media sector. **2mfm** volunteers are expected to respect this principle and the **Association** Objectives at all times, especially in the producing and presenting of radio programs.
4. **2mfm** aims to treat all its volunteers with the respect and trust they deserve in the workplace, demonstrated by the following conditions:
 - 4.1 To provide for the volunteers a safe, enjoyable and fulfilling workplace.

- 4.2 To endeavor to provide a working environment that is flexible in order to allow volunteers to gain the benefits they desire from volunteering.
- 4.3 **2mfm** expect its volunteers to act professionally and in good faith towards the **Muslim Community Radio** at all times.
- 4.4 **2mfm** expects its volunteers to hold the interests of **2mfm** and the Muslim community to ensure positive outcomes for themselves, the station and the Muslims community serviced in the license conditions.

Principles of volunteering at **2mfm**

5. **2mfm's** community members volunteer for many reasons including:
 - 5.1 To contribute something to the Muslim community
 - 5.2 To develop professional skills
 - 5.3 To maintain existing skills
 - 5.4 To enjoy the social nature of the **Association**
 - 5.5 To facilitate personal growth
 - 5.6 To become enlightened on the application of Islam in Australian media
 6. Volunteering at **2MFM** is valuable because it:
 - 6.1 Benefits the Muslim community and Muslim volunteer
 - 6.2 Is always a matter of choice
 - 6.3 Is a community service that is unpaid and not undertaken for the receipt of salary, pension, government allowance or honorarium
 - 6.4 Is a legitimate way in which Muslim citizens can participate in the activities of their community
 - 6.5 Is a vehicle for Muslim volunteers to address human, environmental and social needs
 - 6.6 Does not replace paid workers nor constitute a threat to the job security of paid workers
 - 6.7 Respects the rights, dignity and cultures served at **2mfm**
 - 6.8 Promotes rights and equality among Muslim participants
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The RIGHTS of volunteers at *2mfm*

7. **2mfm** volunteers have the **RIGHT** to:
 - 7.1 Be treated as co-workers
 - 7.2 Be assigned a suitable assignment with consideration to personal preference, temperament, abilities, education, training and employment
 - 7.3 Know as much about the organization as necessary - its policies, people and programs
 - 7.4 Expect clear and open communication from management and staff at all times
 - 7.5 Be given appropriate orientation, introduction and provision of information about new developments, sound guidance and direction in the workplace
 - 7.6 Be educated and advised on Islamic issues and understandings relevant to producing quality programs in line with community expectation
 - 7.7 Sound guidance and direction in the workplace
 - 7.8 Advance notice (where possible) of changes which may affect their work (such as Program schedule changes)
 - 7.9 Undertake their volunteer activity without unnecessary interruption from management and staff and other volunteers
 - 7.10 A workplace complying with statutory requirements in regard to equal employment, anti-discrimination legislation, the Commonwealth Racial Discrimination Act 1975 and occupational health and safety standard
 - 7.11 Be heard- to feel free to make suggestions politely and to be given time to relay honest and constructive opinion
 - 7.12 Appropriate insurance cover such as volunteer and public liability insurance
 - 7.13 Appropriate grievance procedures in the event of a dispute and, if necessary mediation to assist with resolving the dispute
 - 7.14 Receive written notification and reasons for suspension/release of services
 - 7.15 Have services appropriately assessed and effectively recognized
 - 7.16 Have training provided that will enable participation at the station at a variety of levels
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The RESPONSIBILITIES of volunteers at *2mfm*

8. ***2mfm*** volunteers are **RESPONSIBLE** to:
 - 8.1 Have professional attitude towards their volunteer work
 - 8.2 Be prompt, reliable and productive with regard to commitments and agreements made with ***2mfm***
 - 8.3 Notify the appropriate person if unable to meet commitments
 - 8.4 Accept and abide by station rules
 - 8.5 Understand and adhere to the *Codes* and maintain familiarity with broadcast laws such as defamation law and the Broadcasting Services Act 1992
 - 8.6 Not to represent ***2mfm*** publically or commercially unless prior arrangement has been made
 - 8.7 Not to bring into disrepute the operations, management, staff or other volunteers of ***2mfm***
 - 8.8 Treat technical equipment with due care and to notify technical staff of faults and problems
 - 8.9 Undertake to complete a minimum of the basic level of training offered at the station if the volunteer intends to work in any area of programming
 - 8.10 Only use ***2mfm*** resources and equipment in carrying out work for ***2mfm*** and not for personal or private purposes, unless prior approval from management is obtained
 - 8.11 Respect the racial and ethnic backgrounds of co-volunteer workers and work to ensure that ***2mfm*** is a safe place for everyone
 - 8.12 Contribute to the achievement of a safe, tolerant and equitable working environment by avoiding, and assisting in preventing, behavior which is discriminatory, abusive and aggressive

The RIGHTS of *2mfm* toward Volunteers:

9. ***2mfm*** has the **RIGHT** to:
 - 9.1 Expect volunteer cooperation in working to uphold and maintain the ***Station's*** Objectives, Rules and Policies

- 9.2 Expect volunteers to be familiar with the laws relating to broadcasting, **Station** Policies and Procedures
- 9.3 Expect volunteers to be prompt, reliable and productive with regard to commitments and agreements made with **2mfm**
- 9.4 Keep confidential information confidential
- 9.5 Make decisions which affect volunteer work
- 9.6 Make programming decisions in accordance with programming policies and procedures and the interests and expectations of the Muslim community
- 9.7 Develop, implement and enforce Rules, Policies and Procedures for all aspects of **Station** operations
- 9.8 Develop and maintain all property and residence of the **Station**
- 9.9 Provide volunteers with feedback to enhance their programming and broadcasting development
- 9.10 Expect clear and open communication from volunteers at all times
- 9.11 Suspend or dismiss volunteers in accordance with **Station** Policies and Procedures due to contravention of **2mfm** Rules

The RESPONSIBILITY of **2mfm** toward Volunteers

- 10. **2mfm** has the **RESPONSIBILITY** to:
 - 10.1 Provide volunteers with a work environment which is welcoming and fair
 - 10.2 Value the importance of volunteers' role in the **Association**
 - 10.3 Place volunteers in an appropriate, suitable position and environment, according to available resources
 - 10.4 Give volunteers appropriate tasks in accordance with their strength, abilities, training and experience
 - 10.5 Provide volunteers with training so that they can expand their expertise and abilities
 - 10.6 Acknowledge their contribution to the **Association** and provide them with appropriate recognition and/or rewards, when possible
 - 10.7 Ensure staff have the appropriate skills required to work with volunteers

- 10.8 Provide adequate opportunities for formal and informal constructive feedback
- 10.9 Provide volunteers with information regarding any activities or changes at the **Station** which may affect your work
- 10.10 Ensure that volunteers are aware of **2mfm's** organization structure and decision making process to enable contribution through appropriate channels

Procedure-Informing Volunteers

11. The **Muslim Community Radio** will act to inform volunteers of their rights and responsibilities and of **2mfm's** rights and responsibilities according to the Act and the Codes, in the following manner:
 - 11.1 Posting the rights and responsibilities document or flyer on the community notice board in the premises
 - 11.2 Making the **2mfm** Policy Handbook accessible to community members and volunteers at all times.

