

CJAM 99.1 FM: VOLUNTEER - DISCIPLINE POLICY MARCH 2022

Common Goals: CJAM 99.1 FM is a nonprofit campus-based community radio station. We provide music and information programming not offered by mainstream commercial media in the Wawiiatanong (Detroit River) area, encompassing Windsor, ON and Detroit, USA. We serve people and groups within the community who are under-represented or maligned by mainstream media; CJAM 99.1 FM is dedicated to maintaining a forum of expression and shared views.

If errors are made or something is overlooked, a polite reminder and inquiry into the situation will be the case for minor infractions. If a problem persists, further action will be taken depending on the nature of the incident. *The following guidelines encompass the Volunteer Discipline Policy of CJAM 99.1 FM.*

All disciplinary action shall be recorded in writing and must include the date of the infraction, the specifics of the incident, the specifics of any policy/bylaw violations, and the consequences of the infraction.

Programmers are not to air any internal CJAM 99.1 FM correspondence. This includes, but is not limited to, disciplinary letters from the Program Director, or information from the Board of Directors. All punishments for infractions will be reduced by one level in the course of one year.

Level One - Written Warning:

Within five (5) business days of the reported incident, the Program Director with support from the Station Manager will prepare a written warning. The Volunteer who has committed the infraction will be asked to sign this document to demonstrate their understanding of the issue and corrective action. **Infractions include:** not filling-in logs, being late or leaving early without notice, failing to meet CANCON requirements, playing a 'hit' song, missing a show without 24 hour notice (not including pledge drives, see level 3), not playing station ID's and Public Service Announcements as scheduled on the log sheet, falsifying broadcasting logs, or being disrespectful to fellow volunteers/programmers - a breach of CJAM 99.1 FM's *Safe Space Policy*.

Level Two - Two Week Suspension:

A Volunteer will have their role-related privileges suspended for two (2) weeks upon the receipt of two written warnings in a twelve (12) month period.

Level 3 - One Month Suspension:

A Volunteer will have their role-related privileges suspended for one (1) month upon the receipt of a written warning following a two (2) week suspension, **or for the following infractions:** not playing scheduled pre-recorded material, missing a pledge drive show without two-weeks notice, or failing to program a pledge drive show.

Level 4 - Immediate Dismissal:

A volunteer/programmer/staff will have their role-related privileges indefinitely revoked upon

the receipt of a written warning following a one (1) month suspension **or for the following infractions:** vandalism or theft of CJAM property, sexual harassment, consumption of illegal substances on CJAM Property, broadcasting abusive content in violation of CJAM and/or CRTC Policy, smoking in the station, CJAM Bashing, and being in breach of the Libel Policy and/or the Safe Space Policy. *Bashing is defined as verbal or online content abuse towards the station as a whole, an individual station volunteer, or member of staff.*

Conduct Issues Not Subject to Progressive Discipline:

Behaviour that is illegal is not subject to progressive discipline and may result in immediate termination. In the case of such behaviour, CJAM 99.1 FM reserves the right to prosecute some infractions, and report to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at CJAM 99.1 FM is also not subject to progressive discipline and may be grounds for immediate termination.

Appeals:

All disciplinary actions from the Program Director leave volunteers/programmers with seven (7) business days to appeal the decision; during an appeal, volunteers/programmers are expected to adhere to the last level of disciplinary action enacted by CJAM 99.1 FM. To launch an appeal, please submit a written notice to the Program Director before the deadline that has been established in your disciplinary letter. Written warning, suspensions, and dismissals will be final if an appeal is not launched. Once received, the Discipline Action Appeal Board will be struck and consist of the following members: Station Manager, Music Director, one member of the Board of Directors, and two volunteers in good standing. This appeal board will hear from the volunteer(s) or programmer(s) in question, and will render a final written decision based on that hearing.