



DISCIPLINARY & GRIEVANCE POLICY

The purpose of this document is to confirm the disciplinary consequences of breaches of our policies and ethos by volunteers and staff alike, and the opportunities to appeal disciplinary decisions and associated penalties. It also outlines what should be done if you have a grievance.

The Station is dedicated to providing media and broadcasting opportunities to our community.

Disciplinary & Appeals

Any breach of any of the Station's policies or operational procedures (including rules regarding the Ofcom Broadcasting Code) is likely to result in Disciplinary Action regardless of status as a staff member or volunteer.

In the case of a volunteer, a Disciplinary Report will be compiled and any action or penalty may be imposed in the first instance by a staff member or duly appointed person or body of the Board of Directors. Appeals against any disciplinary action imposed in this way will normally be to the Board of Directors or duly appointed body whose decision is final.

In the case of a staff member, a Disciplinary Report will be compiled and any action or penalty may be imposed in the first instance by the Board of Directors or duly appointed person or body of the Directors. Appeals against any disciplinary position imposed in this way will normally be to an independent body convened by the Board of Directors whose decision is final.

In the case of a disciplinary action against a Director, the Board of Directors shall collectively consider the method by which this shall be dealt with on a case-by-case basis and may bring in external persons or bodies to assist in this respect.

All appeals should be in writing to the appropriate person or body and should detail the basis of the appeal and whether the appeal is against the whole disciplinary decision or against the level or nature of penalty imposed.

Penalties

The range of penalties available to the organisation include:

- Verbal Disciplinary Warning.
- Written Disciplinary Warning.
- Station Service requiring working for a set amount of hours carrying out duties defined by the organisation.
- Suspension as a volunteer, staff member or Director for any defined period.
- Termination as a volunteer, staff member or Director.
- Further legal action.

IMPORTANT: Regardless of any internal disciplinary decision, in such circumstances where the organisation incurs financial penalties (such as fines or levies from Ofcom etc) or loss (such as libel costs, damage to or loss of equipment or insurance claims etc) as a result of the actions of a Volunteer, Staff Member or Director, the Board shall pursue the recovery of any financial loss against the individual(s) concerned.

Grievance and Complaints Procedure

Any breach of our equal opportunities policy or act of discrimination, victimisation or harassment towards staff, volunteers, providers or users of our services will be taken seriously and dealt with through the disciplinary, grievance or complaints procedure.

Staff & Volunteers who to make a complaint through the grievance procedure and anyone who supports them or gives evidence on their behalf will be guaranteed not to suffer any harassment or any unfair treatment as a result.

Complaints and Grievances should be addressed in writing to the Secretary of the Board of Directors. In cases where the Complaint or Grievance may concern the Secretary then it should be addressed to the Board of Directors as a collective body and may be made in writing to any Director.

We support those who act as whistleblowers, bringing matters to the attention of the Directors which are contrary to the ethos of the station or which bring the station into disrepute. We will at all times attempt to maintain the anonymity of whistleblowers.

This policy, its implementation and effectiveness is monitored continuously and assessed annually.

