

# **KRBD Volunteer Agreement**

(Updated 8/21/24)

Programmers at KRBD are expected to use their time to entertain, inform, engage, educate and delight listeners. Programmers should strive to host the best, most creative shows possible in order to make a positive difference in the lives of the listeners or at least make them smile or ponder.

As a programmer at KRBD, you are expected to behave in a courteous and professional manner. You have the following specific rights and responsibilities. Whenever you are operating the board, you are trusted with the station's license.

## **Programming**

1. Abide by FCC rules and regulations.
2. Keep accurate logs. Write your name on the log clearly and legibly.
3. Arrive at the station with appropriate time to perform your duties. Call the station if you will be late. If a known conflict, inform staff during work hours at least 24 hours in advance.
4. Never leave the station unattended during your shift.
5. Do not make derogatory or political remarks of any kind or criticize other shows on the air. This is not a personal platform.
6. Promotion of for-profits is not allowed. Businesses are acknowledged through paid underwriting or other sponsorship. They can be included on the community calendar if a venue for a non-profit event. If you have questions about what is allowed, contact staff. Businesses interested in underwriting should be directed to KRBD's development director for more information.
7. You are expected to participate in fundraising drives and other special on-air events.
8. Adhere to KRBD training procedures.

## **Station Operations**

1. Take good care of equipment, CDs, records and other station property. Wash hands often. If you discover something is broken or damaged, please inform staff.
2. No one should have food or beverages in the air room, production rooms or news room. Any trash that was used to wrap or hold food should be placed in the kitchen trash cans, not in any of the studios.
3. Dogs are allowed in the station as long as they are in control. Check station before leaving and, if necessary, clean up after your pet. Do not let your dog wander unattended in the station.
4. CDs and records should be filed in the proper place immediately after your show.

5. Leave the air room and station clean after your shift. Wash your own dishes, pots and pans. Wipe off stove top and any surfaces where food is prepared.
6. Remain current with KRBD technology and practices.
7. Staff computers are off limits to volunteers. Exceptions are made for volunteers working on special projects. Never download programs or games on station computers. This can cause crashes. Music may be downloaded with permission.
8. Do not give out volunteer or staff phone numbers. Exceptions: General Manager and Development Director (during special events only).
9. When taking messages for staff or muskeg messages, write legibly. Include date and time received and include your name should we have questions.
10. Never use the station's telephone for personal, long-distance calls.

### **Personal Conduct**

1. No alcoholic beverages are allowed in the station, unless during an approved station event.
2. Never be intoxicated or under the influence of drugs at KRBD. If you or your guests appear to be intoxicated or under the influence of drugs, you will be removed from the air.
3. Be responsible for your guests and never allow them to adversely affect your programming or the reputation of the station. Parties are not allowed. Remember, listeners tune in for your music.
4. The programmer signed on the log is in charge. Anyone creating unwanted disturbance will be asked to leave.
5. Understand that programmers do not own their shifts. Programs can be pre-empted, moved or cancelled when necessary. As much advance notice as possible will be given.
6. Smoking is allowed outside only, 20 feet from entrances. Throw butts into the garbage after extinguishing them, not on the ground or in garden beds.
7. Abide by all KRBD station policies
8. Do not deface KRBD property.

### **Ways to lose your on-air privileges**

1. Failure to abide by this volunteer agreement.
2. Any occurrences of obscene or indecent language. You are responsible for anything aired during your shift.
3. Theft or abuse of station property, including making long-distance calls on KRBD phones.
4. Being intoxicated or using drugs on the premises.
5. Parties or outrageous conduct.
6. Threatening behavior.
7. Failure to follow staff instructions concerning air scheduling or any other matter. Every staff member has authority.

### **Political Office**

While KRBD appreciates volunteers who serve in public office, and on-air volunteers in public offices are always welcome, volunteers who have declared their candidacy for public office cannot be on the air until their campaign has concluded. Campaign coverage by KRBD news staff that includes all candidates is the exception.

### **Harassment Policy**

KRBD works to provide an atmosphere that is free from unlawful harassment and retaliation. Any conduct that interferes with a volunteer's performance or creates a hostile, intimidating, or offensive environment on the basis of the person's race, color, religion, national origin, ethnicity, physical or mental disability, genetic information, age, veteran or military status, sex, sexual orientation, gender identity, gender expression, marital status, changes in marital status, pregnancy, parenthood, or any other status protected under applicable law will not be tolerated. Harassment includes the making or sharing (forwarding via electronic or non-electronic means) of derogatory, offensive or demeaning remarks, "jokes," comments, slurs, innuendoes, cartoons, pranks, or engaging in visual or physical harassment.

Any form of harassment is considered serious conduct. All KRBD volunteers have a responsibility to maintain an environment that is free from harassment and must report such misconduct when it occurs.

Retaliation towards a volunteer who has made a complaint of discrimination or harassment or violation of this KRBD policy is unlawful and will not be tolerated.

If you are harassed by a KRBD employee, board member, volunteer or listener, please report it to the general manager or board president.

### **Agreement**

By signing below, I verify that I have read the KRBD Volunteer Agreement and will abide by the rules / policies.

Date signed: \_\_\_\_\_

Volunteer Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Program Director's initials: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager's initials: \_\_\_\_\_ Date: \_\_\_\_\_