



## Programmer Code of Conduct

*01 April 2015 - Version 1.0*

1. Treat others as you would yourself like to be treated.
2. Verbal and physical attacks are not tolerated on Peach City Radio property, or at PCR events and meetings.
3. Information pertaining to Peach City Radio will be shared as much as possible, keeping in mind that some information must remain confidential. If information has been designated as confidential, it will not be divulged either publicly or privately.
4. In communicating with other members and volunteers, individuals will make honest and reasonable efforts to communicate;
  - a. in an open and honest manner,
  - b. by focusing on issues rather than personalities,
  - c. by displaying mutual trust and respect,
  - d. with clarity and concision, to respect other people's time,
  - e. by exhibiting curiosity instead of judgement,
  - f. by keeping clear on mutual understandings and shared motivations, and
  - g. by accepting feedback from others.
5. When communicating with other members and volunteers, individuals will make honest and reasonable efforts to avoid:
  - a. Not listening to others;
  - b. Posturing;
  - c. Prejudices;
  - d. Assumptions about the knowledge and skills of others;
  - e. Belittling issues important to others;
  - f. Stubbornness;
  - g. Bullying and harassment;
  - h. Sarcasm and condescension;
  - i. Lack of timeliness;
  - j. Gossip;
  - k. Avoidance behaviour;
  - l. Righteousness;
  - m. Personal inflexibility; and
  - n. Not respecting other people's time.

This code of conduct is reviewed by the Board of Directors annually, subject to input from members of the Peach City Radio community. This version is effective as of **April 8, 2015**.

## PCR Programmer Agreement

This agreement outlines the basic responsibilities that each programmer must fulfill in order for the station to operate smoothly for all volunteers and listeners. Programmers unable or unwilling to adhere to these requirements should be prepared to meet with the Programming Committee and may have their program or membership suspended or revoked.

### In the area of Programming you agree to:

- Ensure all programming requirements with respect to CRTC regulations are met.
- Ensure all programming requirements with respect to the program application are met for any particular show.
- Ensure all sponsorship logs (if required) are read for every show.
- Ensure Program Logs are completed in full for every show within **24 hours** after your show.
- Abide by all posted and noted studio guidelines and rules, including treating studio equipment with respect, keeping the studio clean, etc...
- Review and adhere to all policies and procedures as found in the Programming Policy.

### In the area of Station Development you agree to:

- Attend occasional meetings or supplementary training sessions if requested.
- Participate in membership drives or fundraisers for the station as required.
- Put in occasional volunteer time or take on a volunteer assignment.
- Treat other PCR volunteers with respect and be as cooperative and flexible as possible.

### In the area of Building Security you agree to:

- Supervise any guests you invite and ensure they adhere to all rules and policies.
- Report any problems, strange occurrences, emergencies or concerns to a Board Member as soon as possible.
- Ensure you do not disrupt other groups in the building.
- Keep your entrance keys secure and follow approved Peach City Radio procedures for entering and exiting the building.
- The understanding that any incidents that endanger the Society's arrangement with the property landlord, or damage or misuse of Peach City Radio property, may result in suspension or revocation of broadcasting privileges or membership to the Society.

I, PLEASE PRINT \_\_\_\_\_ have reviewed this contract and agree to its content, and have reviewed the **Programming Handbook** and agree to its content.

Programmer :

Signed \_\_\_\_\_ Date DD / MM / YY

Programming Committee Representative:

Signed \_\_\_\_\_ Date DD / MM / YY