**Marlow FM Volunteer Agreement**

**updated 10 February 2021**

**1. This Agreement**

Volunteers are an important and valued part of Marlow FM and we hope that you enjoy volunteering with us and feel part of our team. This Agreement tells you what you can expect from us, and what we hope for from you. We aim to be flexible. We will do our best to accommodate your time: however, the needs of Marlow FM must be of paramount importance. This agreement seeks to strike a balance between doing our best for you as a valued volunteer and our need (as the licence holders of a full-time radio station) to run a full schedule of programming for the benefit of Marlow.

**This agreement does not create a contract of employment. You are a volunteer not an employee.**

**2. Marlow FM will do its best to:**

1. Introduce you to how the radio station works and your role within it
2. Provide you with relevant training
3. Provide regular communication with your programme coordinator
4. Respect your skills, dignity and individual wishes and do our best to meet them
5. Keep you informed of possible changes to your role at the station
6. Provide you with a safe work space in line with our Health and Safety Policy
7. Have appropriate insurance in place
8. Apply our Equality and Diversity Policy
9. Apply our Disciplinary or Grievance Procedure when necessary

**3. You - the Volunteer, as a Marlow FM volunteer you agree to:**

1. Volunteer reliably and to the best of your ability, and to give as much warning as possible whenever you cannot volunteer when expected
2. Follow the procedures and conduct rules that are set out in this Agreement
3. Pay your subscriptions on time. Failure to keep your membership up to date could result in you being stopped from broadcasting
4. Adhere to all station policies (e.g. Equality and Diversity Policy, Health & Safety which can be found on www.marlowfm.co.uk/documents)
5. Understand that being offered a show or broadcasting on-air at Marlow FM is a privilege and not a right and must not be abused. Marlow FM reserves the right to withdraw such an offer at any time
6. Obtain permission from the Management Team before you volunteer/work for any other public audio broadcaster
7. Adhere to the Ofcom Broadcasting Code and the laws that cover broadcasting such as libel and contempt of court. You are required to read any copies of these laws and familiarise yourself with the contents and any revisions and updates that may occur from time to time. Marlow FM will advise where possible but in any case feel free to ask. Ignorance is no defence

<https://www.ofcom.org.uk/tv-radio-and-on-demand/broadcast-codes/broadcast-code>

1. Not divulge any information about Marlow FM that is or is likely to be commercially sensitive
2. Pass on any passwords and admin rights to any social media accounts in the name of Marlow FM

**4. Basic Guidelines**

In order to balance the needs of the station and the volunteers, basic guidelines are set out below:

1. Please be aware that your actions as a volunteer at the station have an impact on the running of Marlow FM as a whole
2. The station is here to serve the whole community
3. The station has a duty to include new volunteers and try to give anyone in the community a chance to present and/or work on their own show

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Failure to follow the procedures outlined below may result in the Disciplinary Procedure being invoked. Please see the Disciplinary Procedure set out in the disciplinary policy which can be found on www.marlowfm.co.uk/documents.

**5. Procedures - The following procedures apply:**

1. Volunteers must sign in and out every time they are at Marlow FM

This is a health and safety requirement. If volunteers fail to sign in, there may be financial implications for our insurance.

1. Volunteers must ensure that all guests sign in and out and stick to the station rules. All actions by your guests, including signing in, are your responsibility.

This is a health and safety requirement. If volunteers fail to sign in, there may be implications for our insurance.

1. Volunteers must inform their programme coordinator and/or Marlow FM Management Team as early as possible if they cannot make a show

This is to ensure all scheduled shows are covered.

1. Volunteers must not jump into “spare” slots in the schedule without prior permission from their programme coordinator and/or Marlow FM Management Team.

This is to ensure that no volunteer dominates the schedule and to ensure a variety of music styles are played throughout the broadcast schedule.

1. Volunteers must not volunteer or be present at the station for more than 15 hours per week

It not only keeps the station sounding fresh but if you volunteer for more that 15 hours you may be considered as an employee and therefore lose some rights to grants and benefits personally.

1. Volunteers must not use their programmes as a platform for their views alone  
   Whilst the station is a place for Marlow people to have a voice, Ofcom requires us as broadcasters to be impartial and balanced in the views that we represent.
2. Volunteers must not co-present with anyone who has not been on-boarded correctly into Marlow FM and is not a paid-up Marlow FM Volunteer  
   This is because they are not covered by Marlow FM’s insurance and may be held liable personally for what they say on air. For definition purposes a Presenter or Co-presenter is someone who has a say into the editorial content of a programme (such as selecting music or asking questions in interviews) and whose name appears regularly or with equal billing in the station schedule.

**6. Conduct - All volunteers agree to:**

1. Act in an honest and transparent manner at all times and demonstrate good faith in all dealings with Marlow FM.
2. Not smoke **anywhere** within Marlow FM or Longridge Activity Centre buildings and the studio at Great Marlow School (GMS)
3. Not drink alcohol **anywhere** within Marlow FM or Longridge Activity Centre buildings and the studio at GMS
4. Treat the Marlow FM buildings, Longridge and GMS staff and facilities, and all other contractors with respect

Longridge Trustees and the Senior Leadership team at GMS are very supportive of the station and it is in everyone’s best interest to ensure that this flexible, supportive relationship is maintained.

1. Not use Marlow FM’s internet, zoom account, email or phone for personal purposes or otherwise inappropriately. Inappropriate use includes accessing pornographic, violent or other offensive material. The Management Team should be consulted if any downloads need to be made or if the internet, email or phone need to be used for personal reasons. Usage of all of the above facilities are monitored

Excessive use of these facilities results in a drain on Marlow FM’s resources. Accessing inappropriate material may cause offence to other volunteers and may be illegal.

1. Not make comments that encourage violence or are disrespectful towards people on the basis of their ethnicity, gender, sexual orientation, religion, political belief, national origin, race or marital status

Marlow FM has a comprehensive Equality and Diversity policy in place and believes that everyone deserves to be treated with respect, including volunteers, staff and listeners.

1. Not to train new volunteers at the station unless sanctioned by their coordinator. Marlow FM have a comprehensive on-boarding and training process for new members.

This is to ensure that the correct training is given to new volunteers. Volunteers may become mentors after they have completed their own training, but this can only take place with the agreement of the Studio Training Manager.

1. Arrive at the station 30 minutes before the start time of any show they are presenting or producing

In order to present or produce a good show you need time to check the studio is set up correctly and that you have any scripts you need and are prepared for interviews, studio read outs and studio handover.

1. Keep all areas of Marlow FM clean and tidy

Wash cups if you use them and clean up after yourself in the shared public areas. Marlow FM is a community facility which should be respected by all users.

1. Play community and other adverts as detailed on the studio screen schedule  
   Organisations and companies that advertise on Marlow FM provide much needed income for the station.
2. Not remove any Marlow FM equipment without prior agreement by the Management Team

1. Agree to use the facilities of Marlow FM in a proper and responsible way; treat all equipment with respect and report accidental damages to a member of the Management Team immediately. You accept that in the case of malicious damage or misuse of equipment you may be responsible for the cost of repair or replacement

Marlow FM runs on a very tight budget and all equipment should be treated with care

1. Accept the presence of Studio and other cameras for on-air and security use and not obstruct any camera in the studio or elsewhere

The cameras are there to protect volunteers and guests of the station and to ensure that station rules are adhered to at all times. They also may feed the web stream.

1. Not come to the station when intoxicated (this includes alcohol and drugs). Failure to comply with this clause will result in immediate dismissal from Marlow Fm
2. Not threaten, bully, intimidate or harass (verbally, sexually, physically, or by other means) anyone on the premises. Harassment may include paying people an unreasonable amount of attention

Behaviour of this kind is anti-social, inappropriate and will not be tolerated. If a volunteer has any issue or concern regarding another volunteer or guest to the station this should be discussed in confidence with their programme co-ordinator or a member of the Management Team.

**Failure to comply with clause 6 of the agreement may result in disciplinary action being taken.**

**7. Other volunteer responsibilities**

As a community minded volunteer at Marlow FM you represent Marlow FM to the Community and should:

1. Do your best to attend Marlow FM Volunteer Meetings
2. Prepare your show and produce the best radio broadcast you can
3. Remember that the priority of Marlow FM is to broadcast to the community in Marlow and always keep this in mind when planning your shows
4. Help to raise the opinion of Marlow among residents and those listening outside of the area. (This doesn’t mean that you can’t criticise things about Marlow if this is justified, but remember that part of the aim of Marlow FM is to promote pride in the area, which will in turn help to make it a better place!)

**8. Disciplinary and Grievance Procedures**

Marlow FM has comprehensive Disciplinary and Grievance Policies which can be found on www.marlowfm.co.uk/documents. All volunteers should be aware of these policies.

**9. Child Protection Procedure**

Under 18’s are not permitted to volunteer at Marlow FM. Guests under 18 will need to be accompanied by a parent, legal guardian, teacher or youth worker.

**10. Membership and Fees**

In line with most other Community Radio Stations and Voluntary Organisations, we charge members a membership fee. This contributes to the direct costs of you broadcasting and covers such things as:

1. PRS (Performing Rights Society) and other costs in playing music
2. Equipment Insurance
3. Liability insurance
4. Defamation and other issues affecting what you say (or may say) on air
5. Software, broadband, phone and other costs
6. Parking spaces at Longridge

By Broadcasting on Marlow FM you agree

* to be billed accordingly
* that a membership fee is payable irrespective of how frequently you broadcast.
* to pay monthly by standing order
* that non-payment will result in your removal from the airwaves unless special circumstance have been agreed in advance with the Management Team
* not to abuse any privileges that membership may afford you

Please refer to the Marlow FM Privacy Notice on our website with regards to why and how we collect your personal data.

I have read, understood and agree to adhere to this agreement.

Signed by volunteer……………………………………….. Date………………………………

Print Name…………………………………………………..



Signed by Marlow FM…………………………………….. Date………………………………

Print Name ………Jill Hickey – HR Director……………