

## **GOLDEN DAYS RADIO (GDR) - Volunteering**

GDR is a community radio station that relies on the efforts of volunteers to maintain its operations. This policy gives a clear statement about the roles and responsibilities of our volunteers and our organisation.

Our volunteers come from a wide range of backgrounds, and volunteer for different reasons such as:

- to contribute something to the community
- to develop professional skills
- to maintain existing skills
- to enjoy the social nature of the organisation
- to facilitate personal growth

GDR treats all volunteers equally with respect and trust and provides a workplace that is safe, enjoyable, and fulfilling. It will provide a working environment that is flexible to allow our volunteers to gain the benefits they wish from volunteering. In return, GDR expects volunteers to always act professionally and in good faith towards the station and that they hold the interests of the station and its community in equal regard to their own, thus ensuring positive outcomes for themselves, the station, and the community we serve.

**Principles of Volunteering:** Volunteering benefits the community and the volunteer and is always a matter of choice. Volunteering is a legitimate way in which citizens can participate in the activities of their community and is a vehicle for individuals or groups to address human, environmental, and social needs.

**The Responsibilities of Volunteers at GDR:** You have the responsibility to have a professional attitude towards your voluntary work. You need to be prompt, reliable and productive regarding commitments and agreements made with GDR.

You must notify the appropriate person if unable to meet commitments and must accept and abide by station rules.

You will understand and adhere to the community radio broadcasting “Codes of Practice” 2025 and maintain familiarity with broadcast laws such as defamation law and the Broadcast Services Act 1992.

As a volunteer, you will be given a copy of the GDR Volunteers’ Code of Conduct booklet, which should be read and understood. An acknowledgment of receiving this booklet is to be signed, and the section covering photographs of volunteers used in social media is to be completed so that GDR is aware of any concerns.

As a volunteer, you must not represent GDR publicly or commercially unless prior arrangement has been made, and you must not bring into disrepute the operations, management, and other volunteers of the station.

You will treat technical equipment with due care and respect and will notify engineering personnel of any faults or problems.

You will only use station resources and equipment in carrying out work for GDR and not for private purposes or other organisations unless prior approval has been given.

You will ensure that the station has your current contact details.

GDR has the right to expect your cooperation in upholding and maintaining the station's vision statement, mission statement, and program policies. We also expect you to be prompt, reliable, and productive regarding any commitments and agreements made with us.