

Caper Radio Volunteer Agreement

Those who wish to volunteer with Caper Radio CJBU-FM must read and acknowledge the following agreement and its code of conduct:

Rights

- 1) To be treated with respect and to work in a responsive and functional environment, free from harassment, discrimination, personal attacks and malicious behaviour;
- 2) To have access to information about station policies, programs, and procedures;
- 3) To express personal opinions without fear of reprisal, provided such statements do not take the form of personal attacks and are not inconsistent with legal restrictions on speech (e.g., libel, slander, hate speech) or Caper Radio's status as an anti-oppressive environment;
- 4) To take part in planning and making the station a better environment for all concerned;
- 5) To make use of Caper Radio's editing software and pre-recording studio

Responsibilities

- 1) To actively contribute to Caper Radio's station activities;
- 2) To familiarize myself with and abide by all regulations and policies governing Caper Radio;
- 3) To accept supervision from Caper Radio staff members and to communicate any concerns to staff in a timely fashion;
- 4) To recognize and uphold Caper Radio's status as an anti-oppressive space, not engage in harassing or discriminatory behaviour, and refrain from any activity that would unfairly target people on the basis of factors such as race, national or ethnic origin, real or perceived socio-economic status, colour, religion, sex, gender and gender expression, sexual orientation, citizenship status, age, mental or physical ability, or source of income;
- 5) To treat all Caper Radio contributors (including volunteers, staff, board members, and guests) with respect and to refrain from personal attacks or malicious behaviour;
- 6) To not bring food or drink into the pre-recording studio;
- 7) To not bring illegal drugs into the station or be in an intoxicated state at the station;
- 8) To respect Caper Radio's shared environment on the second floor of the CBU Student's Union and refrain from any actions that could jeopardize our place in this environment;
- 9) To not prop open the doors of the CBU Student's Union or Caper Radio on any occasion when the building is locked;
- 10) To respect Caper Radio's status as a scent-free space and to refrain from bringing artificial scents (e.g., from cigarettes or body care products) into the station;
- 11) To return station equipment as scheduled and to report all technical malfunctions and missing equipment;
- 12) To arrive on time for all station commitments;
- 13) To ensure that the station is kept clean (e.g., by returning all CDs, etc., to their place);
- 14) To refrain from putting up posters or other printed materials in the station (and from using the Caper Radio name or logo outside the station) without permission from staff;
- 15) To acknowledge that any materials I have saved on the pre-recording computer may be deleted once I cease to be an active volunteer

