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OCR FM NON-COMPLIANCE POLICY

INTRODUCTION

OCR FM requires compliance with its policies and directives, this policy sets out the procedures for dealing with non compliance.

PURPOSE

This policy is intended to ensure that volunteers working at OCR FM are operating within the policies and directives of the committee of management.

POLICY

First Warning

For non compliance of station rules, policies and procedures, a warning is issued and the problem is to be rectified. The President will issue the warning, but minor matters of programming will be directed to the Program Committee for further assessments.

Second Warning

For a repeat non compliance, the President will issue a second warning for all matters. Volunteers/ Presenters will be advised that if there is a further matter with the same non compliance, the matter will be directed to the Committee of Management.

Third Warning

A further repeat of the matter will find the volunteer/ presenter advised that the matter will now be forwarded to the Committee of management for their deliberation.
All matters of non compliance will be kept by the Secretary.

RELATED DOCUMENTS

Grievance and Dispute Resolution policy
OCR FM Constitution

This policy was reviewed by the OCR FM Committee of Management on 13th December 2021

Signed *Tyson Graham*

Date 13th December 2021

This Policy is due for review within 18 months of the date shown above.