

KBOO Radio Policy	KBOO House Rules	Date: July 26, 2010
POLICY #68		Approved by: Board of Directors

KBOO House Rules

KBOO's Programming Charter states that KBOO fills needs that other media do not, providing programming to diverse communities and unserved or underserved groups, and that KBOO shall provide access and training to those communities.

Further, it espouses the values of peace, justice, democracy, human rights, multiculturalism, environmentalism, freedom of expression, and social change.

It is the intention of KBOO to live up to these ideals both on-air and in our off-air interactions as a community of volunteers, staff and board.

In this way, KBOO intends to create a workplace free of all forms of discrimination, harassment, abuse and intimidation. We do this in order to foster a healthier environment for nurturing creativity that is more welcoming for all parties who wish to participate.

There are some very basic house rules that have been developed to facilitate our community's ability to work together. The house rules apply to all people at KBOO, whether volunteer, staff or guest; they are rooted in respect for self, each other and the organization as a whole.

Communicate your needs directly—Do you have questions about process, how to voice ideas in a meaningful way, trainings, decisions? Talk to the Volunteer Coordinator. Sometimes KBOO can seem complicated and confusing, the Volunteer Coordinator is your advocate in navigating the KBOO way; this can cut down on frustration. If you are a board member the Board President would be the best person to ask for clarification; if you are a staff person, ask the Station Manager.

Talk directly with someone who has offended you. Often times people can communicate hurtful things without thinking about the emotional effect it can have on others—sometimes what is perceived is not what is intended. We encourage direct communication to take care of misunderstandings at an early stage. If this doesn't work—or if you do not feel comfortable talking directly with someone who has offended you—talk with the Volunteer Coordinator, who might be able to provide support materials regarding conflict de-escalation and resolution; ultimately she is a resource for volunteers in mediating differences. You can also talk with the Station Manager or another staff person with whom you work closely.

Be tolerant and respectful. KBOO is a community of many races, political philosophies, sexual orientations, lifestyles and physical abilities. Tolerance, respect, appreciation of difference and good humor are essential; racist, sexist & homophobic attitudes or condescension are not welcomed at KBOO.

Dismissing or humiliating another community member is inappropriate—we can disagree, but to dismiss someone because of who they are does not uphold our values.

No verbal violence will be tolerated

This is defined as:

1. Yelling / shouting (that is heard outside of room)
2. Hurtful words (racial or gender based epithets—name calling)
3. Threatening language (eluding to retaliatory action, intimidation or threat of physical violence)
4. Being personally disparaging to an individual or group while in the building.

No physical violence will be tolerated

- Weapons do not belong in the workplace and will not be allowed at KBOO. Use of any weapon or threat of such use will result in immediate termination from KBOO.
- Physical aggression, intimidation, angrily “getting in someone’s space”, are not appropriate.

Take care of the equipment-- Remember that you are responsible for all equipment that you use. If you damage or lose equipment you must compensate the station. You will need to meet with the finance coordinator and work out a compensation plan. Failure to do so may result in suspension or termination of KBOO activities.

Enforce the station access policy-- It is up to everyone at KBOO to observe the access policy. After 5 PM weekdays and on weekends you must be on the access list to enter KBOO. To be on the access list you must notify the staff person responsible about the reason and time that you need to be at the station. Understand that you are responsible for any guest that you bring with you and that the guest should be with you at all times. KBOO has had repeated security risks from people not following the access policy, ranging from people being allowed in the building who have been specifically excluded due to threatening behaviors to suspected prostitution. Violating this policy will require a meeting with the station manager, and may result in your own access being restricted.

Theft or willful destruction of KBOO property—This behavior will not be tolerated and will result in termination & exclusion from KBOO, as well as possible prosecution and compulsory compensation.

Taking care of our community is *EVERYBODY’S* business!

Every volunteer, board member and staff member is empowered and encouraged to act immediately to de-escalate volatile situations. If you want to learn more about de-escalation, please talk with the Volunteer Coordinator.

Additionally, the staff have the responsibility to ask that a person engaging in inappropriate behavior to leave the building for a “cool-down” period. Before returning to normal duties, a meeting with the volunteer coordinator along with the appropriate supervisor may be necessary to discuss needed resolution. It is possible that in extreme circumstances, an offense may be deemed so egregious that other disciplinary action (including termination) may be deemed appropriate.