

Claremorris Community Radio



Employee Handbook

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SECTION 1: INTRODUCTION

1.1 Welcome

We value all our employees and endeavour to create a safe and positive working environment where all workers are treated with dignity and respect. Our management style is based on the need for flexibility of operations as is demanded by the nature of a community radio station and dictated also by ever changing funder and regulatory requirements as well as by changing technology. It is also based on our beliefs that our people are honest and trustworthy and have valuable ideas, that help us to drive our projects forward.

As a new employee of Claremorris Community Radio (the “Organisation”), you will receive a written Contract of Employment. This document outlines the general Terms and Conditions of Employment and is a confidential document between you and Claremorris Community Radio. Please read it carefully and sign it. This signifies your acceptance of the Terms and Conditions under which you are employed. You will be kept informed and notified in writing of any subsequent changes to your terms of employment.

1.2 Purpose of this Handbook

This Employee Handbook is designed to provide you with information about Claremorris Community Radio, your working conditions, and policies affecting your employment. You are responsible for reading, understanding, and complying with the provisions of this handbook. The information contained here applies to all our employees full-time, part-time, permanent and temporary and following these policies is considered a condition of continued employment. Our objective is to provide you with a positive and safe work environment that is free from discrimination and harassment.

1.3 Company Background and Mission Statement.

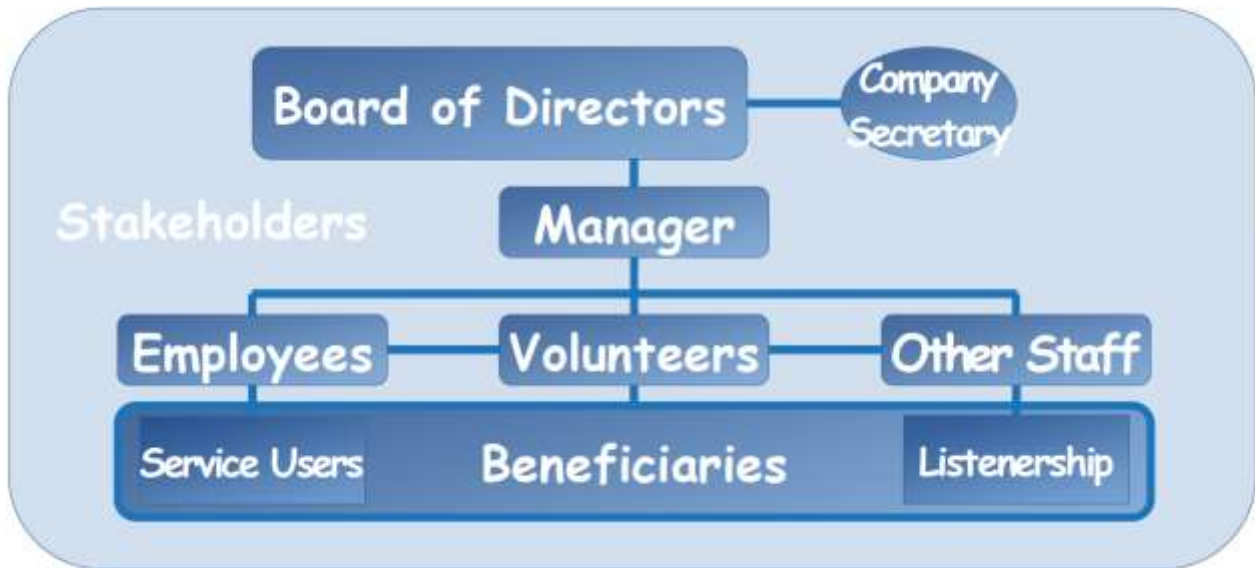
Company Background

Claremorris Community Radio is a company limited by guarantee without share capital, having its registered office Chapel Court, Chapel Lane, Claremorris, Co. Mayo. Claremorris Community Radio was formed in March 2004 and incorporated the same year. A full-time licence to broadcast was granted in 2006 and renewed in 2019. Since August 2017 Claremorris Community Radio is fully compliant with the Governance Code and in July 2018 obtained charitable status with the Charities Regulator Ireland.

Mission Statement

Claremorris Community Radio is a volunteer-led, not-for-profit radio station. We aim to reflect the diversity of cultures and the range of abilities of our catchment area. We promote community development and invite all individuals and community organisations to participate in our programming and offer training and media skills development. Volunteers and employees are the presenters, researchers and producers of our programmes which aim to stimulate, inform, educate and entertain our listenership. We promote and respect programming of all types and genres but particularly welcome Irish language content. There is an onus on everyone involved with Claremorris Community Radio to behave in a spirit of mutual respect. We define our community as those who live, have lived or have any tangible connection to the Claremorris area.

1.4 Organisational Structure and Roles & Responsibilities



Board of Directors

In line with our constitution directors are elected or confirmed at the Annual General Meeting. The Board of Directors ensure that the organisation has proper plans, procedures, policies, structures and resources in place to achieve its objectives. The directors are entirely accountable for the organisation, including accountability to members, funders and other stakeholder for both its financial affairs and activities and to ensure legal and contractual obligations are met.

Company Secretary

The Company Secretary ensures compliance with the Irish Company Law, keeps track of the company's Annual Return and ensures that the company complies with all relevant statutory and regulatory requirements. In this respect he/she provides advice and guidance to the Board, prepares for board meetings, AGMs and EGMs and is responsible for minutes taking.

Employees and Other Staff

Our employees drive our projects forward and support volunteers. We like our employees to feel empowered to bring ideas to the table, nurture relationships, and make critical decisions when needed.

Please see [here](#) for a list of current board members, company secretary, employees and other staff.

Stakeholders

Claremorris Community Radio considers stakeholders to be individuals or groups of people who have a legitimate interest in the Organisation's work. These stakeholders include:

Funders, like Pobal, the Coimisiún na Meán or SWMDC, who enable us to employ staff, make quality documentaries or purchase equipment required to deliver our services.

Regulators, like the Coimisiún na Meán or the Charities Regulator of Ireland.

Members, both paid and honorary, who have an interest in our program results and outcomes.

Volunteers, who are generous enough to offer their time for example to present a show, be a member on the Board, help at fundraisers or offer technical support at no cost.

Beneficiaries, who benefit from any service Claremorris Community Radio provides, like our listenership and those we provide with training in media skills and broadcasting.

Employees, who enable us to provide social benefit and to support volunteers.

Donors and Sponsors. Who provide us with necessary funds to cover overheads.

Partner organisations, who provide advocacy, collaboration and other services

The Community of Claremorris

1.5 Employment Records:

Your Employment Record is very important. It contains all relevant information pertaining to your employment including address, telephone number, emergency contact details, educational attainments etc. It is most important that these records are kept up to date. Please notify the company of any changes that might affect your employment record.

1.6 Data Protection:

The company will hold and collect data in relation to you in your employment. This is for the purpose of administration and management and for compliance with applicable laws and regulations. All data will be treated with the utmost confidentiality.

1.7 Terms

In this handbook **manager** refers to the Station Manager, who is the first point of contact for all employees, other staff, volunteers, members and clients. The **supervisor** of the manager is the chairperson.

SECTION 2: POLICIES AND PROCEDURES

2.1 Disciplinary Procedure

This disciplinary procedure is intended to be used in situations where an employee's work or conduct at work is unsatisfactory. In many instances, disciplinary matters can be dealt with on an informal basis by the manager/supervisor discussing the situation with the employee concerned and agreeing any necessary corrective action. Inevitably, there will be times when disciplinary matters need to be formalised. In such situations the formal disciplinary procedure is followed.

Purpose of the Procedure

A disciplinary procedure is essential to assist Claremorris Community Radio to operate effectively and create a fair, efficient and caring working environment. The first aim of this procedure is to ensure consistency in the manner and circumstances in which disciplinary action will be taken. The second aim is to make clear the rights and responsibilities of employer and employees when such action is being taken. The procedure applies to all employees with the principle of ensuring fair treatment for all.

Operation of the Procedure

The work rules and standards of conduct at Claremorris Community Radio are important, and the Organisation regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Organisation's business.

Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including dismissal.

While not intended to list all the forms of behaviour that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Stealing from the organisation or a client
- Working under the influence of alcohol or drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- In the course of employment, assaulting and/or inflicting bodily injury on another person.
- Words, gestures or actions contravening the principles set out in the Equal Opportunities Policy and Bullying and Harassment Policy
- Boisterous or disruptive behaviour at work
- Negligence or improper conduct leading to damage of company-owned or volunteer/client-owned property.
- Insubordination or other disrespectful conduct
- Violation of Health & Safety regulations
- Unsatisfactory performance or conduct
- Excessive absenteeism without leave or reasonable excuse.
- Failure to meet conditions governing work hours.
- Lack of cleanliness which fellow employees might reasonably consider to be offensive.
- Breach of confidence
- Failing to perform duties to an acceptable standard where the duties are normally performed by that person or are known to be in the capacity of that person.

Informal Procedure:

When a disciplinary matter arises, the manager/supervisor will seek to establish the facts promptly before recollections fade, taking into account the statements of any available witnesses. After establishing the facts, the manager/supervisor may consider that there is no need to resort to the formal procedure and that it is sufficient to talk the matter over informally with the employee.

Formal Procedure

As soon as a complaint or allegation of misconduct has been made against an employee, the manager/supervisor will initiate an investigation into this complaint to form an initial judgement. The employee (with his/her representative) will be informed in writing of the nature of the complaint or allegation and any witnesses (if any) will be interviewed. Following a full investigation, the manager/supervisor will decide as to whether disciplinary action is appropriate. In the event of a breach of the disciplinary rules constituting gross misconduct, the manager/ supervisor may take the decision to suspend, with or without pay, during the initial period of the investigation. Depending on the outcome of the investigation a disciplinary interview to consider the case will be arranged or the employee will be reinstated.

Disciplinary Interview

A disciplinary interview will be arranged in line with the following procedure.

1. The employee will receive a formal letter requesting attendance at the disciplinary interview, clearly stating the nature of the complaint against him/her. The employee will be given 5 working days notice of the interview and be offered the opportunity to have representation.
2. The person conducting the interview shall explain to the employee (and the representative, if appropriate) the procedure for the interview, and that a decision on disciplinary action will be taken once all the facts have been presented.
3. The nature of the complaint and any supporting evidence will then be outlined to the employee. Any witnesses or other members of staff will be interviewed independently to corroborate this information as appropriate.
4. The employee concerned will then be allowed to state their case and call in any other witnesses to the interview to substantiate this.
5. If, during these discussions, new facts emerge, the manager/supervisor may decide that further investigation is required and adjourn the interview and reconvene when such investigations have been completed.
6. It is the responsibility of the person hearing the interview to decide the appropriate penalty. In deciding the appropriate action to be taken, the following will be considered.
 - The gravity of the offence
 - The penalty applied in similar cases.
 - The individual's disciplinary record
 - Whether the proposed penalty is reasonable in all circumstances.
 - Any mitigating circumstances
7. The disciplinary interview will then be reconvened to:
 - Inform the employee of the decision and disciplinary penalty (if any)
 - Explain the employee's right of appeal
 - In the case of a warning, explain what improvement is expected, how long it will last and what the consequences of failure to improve may be.
8. This decision will be confirmed in writing. If an improved level of performance or conduct is expected over a particular timescale, the arrangements for monitoring and reviewing this will be made clear to the employee.

In consideration of all the relevant facts and depending on the seriousness of the offence any of the following courses of action can be taken at **any** stage at an initial disciplinary hearing:

No disciplinary action

The manager/supervisor considers the complaints against the employee are false or unproven or of such a minor nature that no disciplinary action should be taken. The employee will receive a letter confirming that no action will be taken and all reference to the investigation will be removed from the employees' file.

Verbal warning

The manager/supervisor considers that, on account of the facts presented during the course of the investigation and disciplinary interview, the complaints against the employee are upheld but the nature of this misconduct is of a sufficiently minor nature that a verbal warning is most appropriate. The employee will receive a plan for improving their work performance and/or conduct. All reference to the warning will be removed from the employee's file after 6 months, provided the employee's conduct and performance have improved. Records of any warnings for bullying/harassment or infringements of our Equal Opportunity Policy **will remain on an employee's file** and will be used if any further allegations of a similar nature occur in the future.

Written Warning

A written warning will be given if the employee's performance or conduct remains unsatisfactory during the period set out in the verbal warning, or the misconduct/poor performance of which the employee is guilty is of a more serious nature. Such a warning will be confirmed in writing to the employee and will detail the complaints against the employee, the improvements required and the expected time scale, also indicating that further disciplinary action will be taken if the employee fails to improve his/her behaviour. The employee will be informed of his/her right of appeal.

Final Written Warning

A final written warning may be given to an employee who persists with conduct or performance for which they have previously been given a written warning or for conduct of a more serious nature regardless of whether previous warnings have been issued. A final written warning will be confirmed in writing to the employee and will detail the complaint and the improvements in conduct/performance required and if such improvement is not forthcoming, further disciplinary action, including dismissal, may take place.

Dismissal

If all previous warnings produce no improvement in an employee's conduct/performance, the decision to dismiss the employee may be taken. Following a disciplinary interview at which a decision to dismiss an employee has been taken, a letter confirming the reasons for dismissal and the effective date of the dismissal will be sent. Employees may receive either notice in accordance with their contract of employment or, if more appropriate, payment in lieu of notice. Where a disciplinary hearing finds that an employee has committed an act of gross misconduct, he/she may be dismissed without notice.

2.2 Grievance Policy and Procedure

There are many ways grievances at work can arise, examples include:

- Bullying in the workplace complaints.
- Working conditions.
- Workload complaints.
- Complaints about pay and benefits.

Grievance Policy

Grievances will occur in the normal course of interaction in any organisation, and it is Claremorris Community Radio's policy that all grievances will be dealt with promptly, adequately, consistently and fairly having regard to:

- Company Policy
- Labour Court and Third Party precedents
- Custom and Practice within the organisation

It is in the interest of the organisation to try and settle any grievances between it and individual employees or groups of employees, or between employees/volunteers themselves amicably.

Operation of the Procedure

In the interests of fairness and justice and to ensure the proper conduct the following procedure to deal with matters of grievance applies to all employees. An employee's grievance may be dealt with either informally or formally. It is the employee's decision whether he/she wishes to raise the grievance informally or formally.

Informal Procedure

It may be possible to resolve a grievance informally. An employee may (before invoking the formal grievance procedure) raise his/her grievance informally with the manager/supervisor, who will deal with it as soon as reasonably possible. Discussions between the employee and the manager/supervisor are part of this informal procedure. Mediation and other forms of informal dispute resolution may be used at this stage. If an employee is not satisfied with the outcome of the informal procedure, he/she may continue to raise the grievance formally.

Formal Procedure

If an employee wishes to have his/her grievance dealt with formally, the following procedure applies. Please note that Claremorris Community Radio reserves the right to appoint an external person to deal with the grievance raised.

1. The grievance is set out in writing and sent to the manager/supervisor.
2. The grievance shall be investigated by the manager/supervisor or by an appointed designated person. The designated person shall meet with the complainant, the alleged perpetrator (if any) and any relevant witness on a confidential basis with a view to establishing the facts. The complainant and alleged perpetrator (if any) may be accompanied by a fellow employee or other representative including a trade union representative or lawyer at the employee's own expense.
3. Both parties (if there are two parties) shall be given a copy of all documents furnished to the investigator and consistent with the avoidance of all doubt that includes a copy of any statements and any notes of meetings with the designated person.

4. The complainant and the alleged perpetrator (if any) shall be informed in writing of the findings of the investigation and the reasons for these findings.
5. The complainant and the alleged perpetrator (if any) shall be given an opportunity to comment on the findings of the investigation before any action is decided upon by Claremorris Community Radio.
6. If it is found that the grievance is well founded the complainant shall be provided in writing with a record of the action decided upon by the organisation and the alleged perpetrator (if any) shall be given a formal interview to determine the appropriate course of action, which may include initiating the disciplinary procedure.

In the event of the aforementioned procedure not resolving matters to the satisfaction of the complainant then the employee may refer the matter to an appropriate third party such as the:

- Employment Rights Commissioner
- Labour Court
- Equality Tribunal

The above procedure shall be used in the event of any grievance, including complaints of bullying, harassment or sexual harassment. Any victimisation or retaliation or any kind against an employee who raises a grievance or a witness or any other person will be treated very seriously and may result in disciplinary action. Nothing in this policy is designed to prevent an employee from exercising his or her statutory entitlements.

2.3 Bullying & Harassment Policy and Procedure

Claremorris Community Radio is committed to provide all its employees with a work environment free from bullying/harassment and sexual harassment. The aim of this policy is to outline what constitutes bullying and harassment and what action the organisation will take in dealing with an offence of this nature. This policy applies to all employees both in the workplace and when out on official company's business.

Bullying & Harassment Policy

The company acknowledges the right of all employees to be treated with fairness, dignity and respect and to a work environment free from bullying and harassment. Every employee has an obligation to be aware of the effects their behaviour has on others. Any instances of bullying or harassment by an employee or against an employee will be dealt with in an effective and efficient manner. Cases where the behaviour is proved to be serious or repeated and consistent will be considered as gross misconduct and will be subject to disciplinary procedures up to and including dismissal. It is imperative that all employees respect the dignity of every person involved with Claremorris Community Radio and be conscious of behaviour which may cause offence.

Bullying, Harassment and Sexual Harassment Definition

Bullying is repeated inappropriate behaviour that undermines your right to dignity at work. An isolated incident is not considered to be bullying. Harassment is unwanted conduct relating to any of the 9 grounds of discrimination: gender, race, religious belief, national ethnic origin, sexual orientation, age, marital status, disability or membership of the traveller community. Harassment may consist of a single incident or repeated inappropriate behaviour that violates your dignity and creates an intimidating, degrading, humiliating or offensive environment. Some examples of harassment are:

- Verbal harassment, such as making jokes or derogatory comments.
- Written harassment, such as graffiti, text messages, emails, or social media posts
- Physical harassment, such as shoving or any other assault.

Other examples of bullying or harassing behaviour include:

- Social exclusion and isolation
- Verbal abuse and insults
- Belittling a person's opinion
- Spreading malicious rumours or gossip
- Intrusion like pestering or spying
- Intimidation and aggressive interactions
- Excessive monitoring of work
- Withholding information needed for the person to do their job properly
- Blaming a person for things beyond their control
- Use of aggressive or obscene language

Sexual harassment is "unwanted conduct of a sexual nature" that affects your dignity, like

- propositions or continued suggestions for social contact outside the workplace after it has been made clear that such suggestions are unwelcome, suggestive remarks or innuendo.
- whistling, leering, and display of sexually suggestive pictures
- sending suggestive or pornographic correspondence

The above examples are **not exhaustive** and only serve as a guideline to employees. Bullying, harassment or sexual harassment can be carried out by a colleague, superior, member, volunteer, client or other business contact and can happen at work, both in the studios or on outside events, on a training course, a work-related social event or any other occasion connected with your work. Each case of bullying, harassment or sexual harassment will be taken in isolation and dealt with in the appropriate manner.

Operation of Procedure

In cases of bullying and harassment in the workplace the following additions to Section 2.3 Grievance Procedures apply:

A person who believes he/she is the subject of bullying/harassment should ask the person responsible to stop the offensive behaviour, as this may solve the issue in a speedy and effective manner. The person responsible should also be referred to the Organisation's Bullying & Harassment Policy and advised that any further occurrence of this nature will result in a formal complaint. If a person is unsure whether the behaviour constitutes a form of bullying/harassment, or is uncomfortable to approach the person responsible, he/she should discuss the issue in the first instance with the manager/supervisor. To safeguard both parties from innuendo and harmful gossip, it is stressed that as far as is possible strict confidentiality and proper discretion should be maintained by all parties involved. A record of all relevant discussions which take place during the investigation will be retained on file. Retaliation of any kind against an employee for complaining or taking part in an investigation concerning bullying/ harassment is a serious disciplinary offence. In cases where it is established that a person made a false allegation, then he/she will face serious misconduct charges resulting in an immediate disciplinary hearing. Additionally regular checks will be made by the manager/supervisor to ensure that the bullying/harassment have stopped and that there is no victimisation.

2.4 Equal Opportunity/Diversity Policy.

In terms of employment the aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on any grounds which cannot be shown to be justified. This applies to Recruitment and Selection, Training, Pay and Employee Benefits, Employee Grievances and Discipline Procedures and all Terms and Conditions of Employment. Additionally, the aim of this policy is to foster a genuine culture of equality within Claremorris Community Radio, where the dignity of any person involved is protected and respected at all times. All complaints in relation to Employment Equality or alleged discrimination will be handled in accordance with grievance procedures. We are committed to ensuring that all issues concerning alleged breaches of this policy will be dealt with seriously, promptly and with appropriate regard for confidentiality.

Equal Opportunity/Diversity Policy

All persons regardless of **Gender, Marital status, Family status, Race, Religious beliefs, Sexual Orientation, Disability, Age or Member of the Travelling Community** will be provided with equality of access to employment and will also be encouraged and assisted to achieve their full potential. Claremorris Community Radio commits to foster a genuine culture of Equality for all and thrives to prevent bullying, harassment, victimisation and unlawful discrimination.

Responsibilities:

Claremorris Community Radio is an Equal Opportunities Employer and the responsibility for ensuring the provision of Equality of Opportunity rests primarily with the Board of Claremorris Community Radio. However, all staff have an important role to play in ensuring Equality of Opportunity throughout the organisation. All staff are required to co-operate with any measures introduced by the organisation to promote Equal Opportunities and must not themselves, either directly or indirectly, discriminate against fellow employees, volunteers, members, clients or the public. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, volunteers, members clients or the public both at the workplace and when out on company business.

2.5 Code of Conduct

Purpose

The purpose of this Code of Conduct is to establish standards for behaviour and interaction among staff, employees, interns, members, volunteers, and contractors at Claremorris Community Radio.

Core Principles

1. Respect and Dignity

- Treat everyone with respect and dignity. This includes fellow staff, volunteers, guests, listeners, and members of the community.
- Avoid discriminatory behaviour or language based on race, religion, gender, sexual orientation, age, disability, nationality, or other protected characteristics.

2. Inclusivity and Equality

- Strive to create an environment where everyone feels welcome and valued.
- Support initiatives and activities that promote equality and inclusion within the radio station and the broader community.
- Avoid exclusionary practices and work toward breaking down barriers that could prevent participation or engagement.

3. Professionalism and Accountability

- Maintain a high standard of professionalism in all aspects of work, including communication, appearance, and conduct.
- Take responsibility for your actions and work towards resolving any issues or conflicts in a constructive manner.
- If you make a mistake, own up to it and work toward correcting it promptly.

4. Confidentiality and Privacy

- Respect the confidentiality of sensitive information related to the radio station, its employees, volunteers, listeners, and community partners.
- Do not disclose confidential information without proper authorisation.

5. Safety and Well-Being

- Follow health and safety regulations to ensure a safe working environment.
- Take care to avoid behaviours that could cause harm or discomfort to others.
- Report any safety hazards or incidents to the appropriate authorities within the station.

6. Collaboration and Teamwork

- Work collaboratively with others, sharing knowledge and resources to achieve common goals.
- Respect differing opinions and work towards building consensus in a spirit of teamwork.

7. Honesty and Integrity

- Be honest and truthful in all communications and interactions.
- Avoid conflicts of interest and disclose any potential conflicts to your supervisor or manager.
- Refrain from engaging in dishonest or unethical behaviour.

8. Use of Resources

- Use the radio station's resources, including equipment, facilities, and funds, responsibly and only for approved purposes.
- Avoid waste, fraud, or misuse of resources.

Enforcement and Disciplinary Action

Violations of this Code of Conduct may result in disciplinary action, including but not limited to verbal or written warnings, suspension, or termination of employment or volunteer status. In cases where the violation involves illegal activity, the appropriate authorities may be notified.

Reporting Concerns

If you witness or experience a violation of this Code of Conduct, report it to your manager or supervisor. All reports will be treated seriously and investigated appropriately.

All staff, employees, interns, volunteers, and contractors must acknowledge that they have read and understood this Code of Conduct. Compliance with this code is a condition of involvement with the radio station.

Thank you for supporting a culture of equality and inclusion at our community radio station. If you have any questions or need further guidance, please contact the manager.

2.6 Health & Safety Policy

Claremorris Community Radio is committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. The organisation committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, if reasonably practicable, that:

- Work activities are managed so as to ensure the safety, health and welfare of our employees.
- The Safety Statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually.
- Identified protective and preventive measures are implemented and maintained.
- Improper conduct likely to put an employee's safety and health at risk is prevented.
- A safe place of work is provided, which is adequately designed and maintained.
- A safe means of access and egress is provided.
- Safe equipment is provided.
- Safe systems of work are provided.
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training and supervision are provided.
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury.
- Emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel to advise and assist in securing the safety, health and welfare of our employees are employed when required.

Roles and Responsibilities

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Manage and conduct work activities to ensure the safety & health of employees and others affected.
- Prevent improper conduct likely to put an employee's safety and health at risk.
- Provide a safe place of work, which is adequately designed and maintained.
- Provide safe means of access and egress.
- Provide safe equipment and systems of work, e.g. operating procedures.
- Prevent risk to health from any article or substance (e.g. equipment or chemical)
- Provide appropriate information, instruction, training and supervision, considering the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Provide suitable protective clothing and equipment where hazards cannot be eliminated.
- Prepare and revise emergency plans and designate staff to take on emergency duties.
- Provide and maintain welfare facilities.
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees.

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment.
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others.
- Co-operate with your employer in relation to safety, health and welfare at your place of work.
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer.
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures.
- Use any protective clothing and equipment that has been provided for your safety.
- Attend any training as required by your employer.
- Co-operate to enable your employer to comply with relevant health and safety legislation.
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work.
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare.
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.

2.7 Social Media Policy

Purpose

The purpose of this policy is to provide guidelines for the professional use of social media on behalf of Claremorris Community Radio as well as personal use of social media when referencing Claremorris Community Radio. It aims to protect the radio station's reputation while promoting responsible social media practices.

Scope

This policy applies to all employees, contractors, interns, and volunteers, members, and other staff at Claremorris Community Radio. It covers the use of any social media platforms, including blogs, message boards, online forums, social networking sites, and any other platforms that allow users to share information quickly and interact with others.

Policy Overview

1. Social Media Management

Only designated individuals are allowed to post on the station's official social media pages, and unless otherwise agreed, the content must be proofread by the manager before posting.

2. Professionalism and Respect

Maintain professionalism and respect in all social media interactions. Avoid offensive or discriminatory language, especially related to the nine grounds of discrimination and treat all interactions on social media as if they were in-person communications. Remember that social media content can remain public for a long time, potentially impacting your reputation and the organisation's!

3. Positive Engagement

- Use social media to build positive relationships with listeners, community members, and other stakeholders. Engage in discussions that align with the station's values and mission.
- If a social media interaction turns hostile, disengage politely and seek advice from your manager.

4. Personal and Professional Accounts

- Keep work-related social media accounts separate from personal ones and do not use the radio station's logo or branding in personal social media profiles without permission.
- Unless authorised to speak on behalf of Claremorris Community Radio, clearly state that your views are personal and do not represent the organisation's view.
- Claremorris Community Radio may monitor your social media content. Use good judgment to avoid inappropriate or harmful material.

5. Confidentiality and Press Inquiries

- Do not share confidential information about the radio station, its employees, or its listeners. This includes details about future programmes, personal data, or internal operations.
- Refer any press or media inquiries to a manager or designated spokesperson.

6. Content and Accuracy

- Avoid spreading rumours or unverified information.
- If you make a mistake on social media, correct it promptly and transparently. Acknowledge errors and resolve them quickly to minimise any negative impact.

7. Permissions and Legal Requirements

- Do not share or use copyrighted material without proper authorisation or attribution.
- All interviews, photos, and videos require a signed release form before posting. Make sure you have the necessary permissions.
- Parental or guardian consent must be obtained before posting any child's image on social media.

If you have concerns about social media use or suspect a violation, report it to the station manager.

Release Agreement

I, the undersigned, hereby give permission to Claremorris Community Radio to use the following media in their broadcasts, social media, and other promotional materials.

- Interview (Audio/Video)
- Photograph
- Video Recording

I understand that the content may be used for promotional, educational, or informational purposes. I grant Claremorris Community Radio the rights to edit, publish, distribute, and publicly display this content.

Personal Information of the Person(s) Being Recorded/Photographed

- **Full Name:** _____
- **Contact Number:** _____
- **Email:** _____
- **Address:** _____

Signature: _____ **Date:** _____

Parental/Guardian Consent (Required for Minors)

I, the undersigned, am the parent/guardian of the minor(s) listed below. I consent to the use of their image(s) and/or voice(s) for Claremorris Community Radio's media projects.

- **Minor's Full Name:** _____
- **Parent/Guardian's Full Name:** _____
- **Contact Number:** _____
- **Email:** _____

Signature: _____ **Date:** _____

Signature of the Interviewee/Person Being Photographed

Full Name: _____

Signature: _____ **Date:** _____

2.8 Communications Policy

The aim of this policy is to provide clear guidance on how to communicate effectively and appropriately with all parties, including funders, regulators, volunteers, members, co-workers and the general public. It is also intended to ensure consistency in messaging and to maintain good relationships with stakeholders.

This policy applies to all employees, and it covers all forms of communication, including emails, written correspondence and phone calls, but excludes communication through the organisation's website or social media platforms, which are covered separately.

Use Organisation Email

All employees should use the organisation's email address when working for and on behalf of the organisation. Personal email addresses should not be used for any work-related communication. Employees should ensure that their email signature include the following:

- Full name and Job title
- Organisation name and address
- Contact information (phone number and/or email address)
- The tagline “Claremorris Community Radio CLG is a registered charity in Ireland”
- Charity Registration Number: 20166311 and Company Number: 388562
- This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme

Policy

All employees are expected to reflect Claremorris Community Radio's aims, objectives and values and communicate in a professional and respectful manner when representing the organisation.

1. Approval for Funding Communications: Applications for funding and other communications with funders or any returns need to be approved by at least the manager, before being sent out. This is to ensure consistency and accuracy in messaging and to maintain good relationships with funders.
2. Approval for Bulk Emails: All bulk emails sent on behalf of the organisation should be approved by the manager before being sent out. This is to ensure that the messaging is appropriate and consistent with the organisation's goals and values.
3. All press releases must be approved by the manager before being released to the public. Employees should consult with the manager before issuing any public statements.
4. Respect Confidentiality: Employees should respect the confidentiality of the organisation's information and data and should not share it with any external parties without permission.
5. Professional Language: All employees should use professional and appropriate language in all work-related communications, including emails and written correspondence. Employees should assume that the contents of any message, may be viewed by a third party, in fact Claremorris Community Radio reserves the right to access and disclose, for legitimate business and/or legal reasons, any message, document, or other matter sent through any communications services and equipment used by the organisation.
6. Prompt Responses: Employees should aim to respond to all work-related communications within a reasonable timeframe, as determined by the nature of the communication.

All employees are expected to be familiar with and adhere to this policy, and any violations of the policy will be addressed by management.

2.9 Conflict of Interests Policy

This policy aims to ensure, that all employees act solely for the benefit of Claremorris Community Radio and protect its integrity. This policy applies to all employees.

Definition of conflicts of interests

A conflict of interest is any situation in which an employee's personal interests or loyalties **could, or could be seen**, to prevent the employee from making a decision in the best interests of the organisation. This personal interest may be direct or indirect and can include interests of a person or organisation connected to the employee.

Policy

It is the policy of Claremorris Community Radio, that ethical, legal, financial, or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with employees obligations to Claremorris Community Radio.

While conflicts of interest commonly arise, they do not need to present a problem to the organisation, if they are openly and effectively managed, by

- avoiding conflicts of interest where possible.
- identifying, recording and managing conflicts of interest, when they arise.
- and following this policy and responding to any breaches.

Responsibility

It is the responsibility of the Board to establish a system for identifying, disclosing, and managing conflicts of interest across the organisation and monitoring compliance. It is the responsibility of the employee to inform his or her supervisor of any potential conflicts of interests as soon as they arise or become apparent.

An employee's personal interests expands to any interests a connected person may have, like

- The Employee's spouse, child of spouse, sibling, parent, grandparent, grandchild, or partner.
- Any person or organisation the Employee is employed by or under a contract of service.
- An organisation or body corporate, if the individual has control of it, or if the individual and any of the above-mentioned connected persons together have control over it.

Management

In deciding what approach to take, the employee's Supervisor will consider:

- whether the conflict needs to be avoided or simply documented.
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making.
- alternative options to avoid the conflict.
- the charity's objects and resources.
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, Claremorris Community Radio.

Compliance with this policy

This policy forms part of each employee's contract. As such, failure to comply with this policy – for example, failure to disclose a potential conflict of interest – may result in disciplinary action in accordance with the disciplinary procedure laid out here.

SECTION 3: TERMS AND CONDITIONS

3.1 Hours of Work

Your normal 4-weekly hours of work are outlined in your contract. These hours include short tea/coffee breaks but exclude lunch breaks. Work hours may include evenings and weekends to ensure the functioning of the station, cover events, or accommodate reasonable requests from members, volunteers, community groups, etc. All employees are required to work a minimum of 3 days per week and adhere to the rest periods described in Section 3.2 Lunch and Rest periods.

Unless otherwise requested by the station or approved by the manager employees working hours are **Monday to Friday between 8:30 and 18:00**. Some flexibility may be offered, provided the following conditions are met:

- The office is staffed during normal office hours, and a weekend rota is in place.
- Reasonable requests from members, volunteers, community groups, etc. are met.
- Employees accommodate issues that arise outside office hours and/or cover special events as needed.
- Employees generally adhere to their total normal working hours within a 4-weekly period.
- All work is completed to a satisfactory level.

Employees are expected to collaborate with the manager and other staff to meet these conditions. If these conditions are not consistently met, Claremorris Community Radio reserves the right to revoke this flexible working hours model for specific employees or all employees.

3.2 Lunch Periods and Breaks

If you are working for more than 4 ½ hours you need to take at least a 15-minute break, if you are working more than 6 hours you need to take at least a 30-minute lunch break. Lunch breaks are not considered working time and are not paid for. Breaks cannot be taken at the end of the working day. You have the right to 11 consecutive hours off in any 24-hour period. You have also the right to either a weekly rest period of 24 consecutive hours in any 7 days, following a daily rest period, or two 24-hour rest periods in a week if those rest periods follow a week in which you did not get any 24-hour rest periods.

3.3 Remote Working Policy and Procedures

This policy outlines the key rights and responsibilities for both employees and the employer regarding remote work. It is applicable to all employees who have continuously worked for the organisation for at least six months (eligible employees).

Remote Working Policy

Claremorris Community Radio recognises the value of providing flexible work arrangements that support work-life balance. This policy outlines the process for employees to request and maintain remote working arrangements, along with the employer's responsibilities in considering requests and managing remote work as well as changes to or terminations of remote working arrangements. Remote working requests will be assessed based on operational needs, job responsibilities and employees are expected that to meet the same performance, confidentiality, and data security standards as in-office work. Employees should also follow all company policies and keep in regular touch with their team. The details of remote work will be agreed upon in writing, and performance will be evaluated based on set goals. Claremorris Community Radio is dedicated to making remote work accessible to eligible employees while upholding operational efficiency and performance standards.

Requesting a Remote Working Arrangement

Employees interested in remote work must submit a written request. This request should specify the details of the proposed remote work arrangement, including the reasons for the request and the desired start and end dates if applicable.

Obligation on Employer to Consider Request

The Board of Claremorris Community Radio will evaluate all requests for remote work, taking into account job duties, performance, operational requirements, and the employee's specific needs. The employee may be requested to furnish additional information. The board will no later than 4 weeks from receipt either approve the request, outline the reasons for refusal, or request an extension of the evaluation period by no longer than 8 weeks from the initial request. If approved, a written agreement detailing the arrangement (see template below) need to be signed by both parties. The employee's performance during remote work will be evaluated based on established objectives and standards. No employee may be penalised for working remotely.

Commencement

An employee must have completed six consecutive months of service with Claremorris Community Radio before commencing an approved remote work arrangement.

Changes and Termination of Remote Working Arrangement

An approved remote working arrangement is subject to the condition that the employee continues to discharge all duties of employment in accordance with the agreement. Claremorris Community Radio also reserves the right to terminate the remote work arrangement or propose adjustments, giving the employee clear reasons and, if applicable a return-to-work date. Employees may request in writing, the return to their original working arrangements.

Record Keeping: Records of approved remote working arrangements will be maintained for a period of three years.

Remote Work Agreement

Effective Date: [Date of Agreement]

Parties:

Employer: [Employer's Name]

Employee: [Employee's Name]

1. Remote Work Arrangement

1.1. **Remote Work Location:** The employee's remote work location will be [Specify the location, such as "home office"].

1.2. **Work Schedule:** The employee's regular work schedule while working remotely will be [Specify working hours, days, and any flexibility].

1.3. **Duration:** This remote work arrangement will begin on [Start Date] and continue until [End Date, if applicable]. It may be subject to review and extension as mutually agreed upon.

2. Job Responsibilities

2.1. **Job Duties:** The employee's job duties and responsibilities remain the same as outlined in their job description.

2.2. **Communication:** The employee agrees to maintain regular communication with their supervisor and team members through [Specify communication tools, such as email, video conferencing, or chat platforms].

3. Equipment and Resources

3.1. **Equipment Provided:** The employer will provide the following equipment and resources to the employee for remote work: [List equipment and resources, such as computer, software, and office supplies].

3.2. **Equipment Maintenance:** The employee agrees to take reasonable care of the provided equipment and to promptly report any issues or damage to the employer.

3.3. **Internet and Utilities:** The employee is responsible for providing and maintaining a reliable internet connection and covering the costs associated with utilities required for remote work.

4. Data Security

4.1. **Confidentiality:** The employee agrees to maintain the confidentiality of company information and data and to comply with all data security and privacy policies.

4.2. **Data Handling:** All company data and documents must be stored and handled securely, and the employee will follow company protocols for data access and storage.

5. Performance and Evaluation

5.1. **Performance Expectations:** The employee's performance will be evaluated based on their job responsibilities and goals, with remote work being subject to the same performance standards as on-site work.

5.2. **Regular Check-Ins:** The employer and employee will conduct regular check-in meetings [Specify frequency] to discuss work progress, challenges, and any adjustments to the remote work arrangement.

6. Health and Safety

6.1. **Home Workspace:** The employee agrees to maintain a safe and ergonomic workspace at their remote work location to prevent accidents and injuries.

7. Reporting and Timekeeping

7.1. **Time Reporting:** The employee will accurately report their work hours and activities through the designated time-tracking system or method [Specify method].

8. Termination of Agreement

8.1. **Termination:** Either party may terminate this remote work agreement with [Specify notice period] notice. The employee may also withdraw their remote work request as per the organization's policies.

9. Compliance with Policies

9.1. **Company Policies:** The employee agrees to comply with all company policies, including those related to remote work, code of conduct, and ethics.

10. Signatures

By signing below, both parties acknowledge and agree to the terms of this remote work agreement.

Employer's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____