**POLICIES OF MOQHAKA FM**

**INDEX**

**ITEM PAGE**

FINANCIAL POLICY 3

SOCIAL MEDIA POLICY 8

POLITICAL AFFILIATION POLICY 10

MANAGEMENT POLICY 13

SEXUAL HARASSMENT POLICY 16

EDITORIAL POLICY 17

INDUCTION POLICY 19

STIPEND POLICY 22

PREGNANCY POLICY 23

**RECORD KEEPING 24**

**LANGUAGE 25**

**PROGRAMMING POLICY 32**

**TELEPHONE 41**

**CODE OF CONDUCT 42**

**FINANCIAL POLICY**

**Aims and objectives**

• To facilitate proper financial management.

• To prevent unauthorised access to Free State Radio Hub finances.

• To promote good governance.

• To define the signatories.

• To give proper guidance on Financial Procedures

**Internal Financial Control Policy**

The Financial Administration of Moqhaka FM will be shared between the Chairperson and Treasurer or Secretary. The Treasurer will be accountable to the Executive Committee.

**Access to Accounts**

1. Access to all organizational bank accounts must be restricted to persons approved by the Executive.

2. An operational account will be maintained by Moqhaka FM at all times. Additional accounts will be opened at the request of funders for separate bank accounts; the Chairperson, the Secretary and Treasurer will be signatories.

**Revenue Collection**

Revenue is collected though selling airtime.

Cheque Signatories

1. Cheque signatories shall be decided on by the Executive Committee.

2. The Chairperson and Secretary of the Board and the Treasure shall normally be account signatories but availability of these people shall be taken into consideration.

3. The Chairperson and the Secretary and Treasure shall be the only eligible staff members to be signatory to Moqhaka FM accounts.

4. All cheques to be signed must be approved by the Chairperson, or the Secretary in the absence of the former.

5. All cheques must be signed by at least two people.

6. The Treasurer must ensure the validity of all payments, on a monthly basis.

7. In the absence of the Treasurer the Chairperson shall stand in.

**Administration of Cheques / Payments**

1. The cheque book must always be kept in a locked cupboard at the station when not in use. Only the Treasurer, and Chairperson shall have access to keys.

2. No cheque shall be signed without supporting documents. Supporting documents shall include three quotations tax invoices, delivery notes and receipts.

3. The Chairperson and Treasure must oversee the cheque book and associated documentation to ensure that there are no irregularities.

4. No cheques shall be signed in advance.

5. Petty cash may be issued in the name of the Administrator. Petty cash must be kept in the petty cash tin in a locked cupboard at the station. The Administrator and Station Manager should both have keys to this cupboard.

6. Petty cash required in advance can be issued as cash.

7. Reimbursements shall be issued in the individual’s name. No expenditure can be made without prior authorisation.

8. Bank statements and paid cheques should be collected and filed in order by the Administrator. These should be checked regularly by the Station Manager for any unusual payments, forged signatures and endorsement.

**Petty Cash**

1. All money used shall be supported by the vouchers and replaced.

2. The Administrator shall be responsible for petty cash.

3. The amount of the monthly cash float shall be agreed on by the Secretary, Treasurer and Station Manager.

4. Before allocation of another R1000.00 Petty cash analysis book should be reconciled, balanced and valid supporting documents should be in place.

5. The petty cash book must reflect the accounts for which money was used and be maintained at each transaction.

6. The maximum amount for Petty Cash should be R1000.00 only but deviation if the need arise should be approved by the Board of Directors.

7. The petty cash fund should be reconciled every week by the Administrator (the total of all vouchers plus remaining cash must add up to the amount of the petty cash issued).

8. Petty cash shall be reimbursed before on a monthly basis or when the need arise

**Out of Town Allowance**

1. The employee is entitled to an out of town allowance of R300.00 per day if she/he is attending an official event/meeting/workshop and he/she will not return the same day. Board members are entitled to R450.00 per day for out of town allowance. If an official or Board member is out of town for many days a fixed amount will be determined by the board.

2. The employee/board member should not account on how the money was spent.

**Refunds**

1. Staff and Board members are entitled to re-imbursement/refunds if they utilized their funds for business on behalf of Moqhaka FM purposes.

**Commission**

Sales people are entitled are entitled to 16%, staff members 8%, Sales and Marketing Manager 0% and board members 16% on each amount they brought to the station. Claims are payable at the end of the month only after funds have been deposited into Moqhaka FM’s Bank Account. Sales agents are responsible for Income Tax and it is their responsibility to disclose commission earned from Moqhaka FM to SARS.

**Receipts**

1. All monies received must be entered into the receipt book, and a receipt issued to the source of the funds.

2. Numbered receipt books shall be used and each receipt shall show the date and amount, the person or body the money was received from and the reason for the payment. Each receipt shall be signed (and stamped) by the recipient of the money.

3. Receipts can be issued by the Administrator or Receptionist (if there is one).

4. The receipt book should reflect all income, no matter how small.

5. Funds received shall be banked on the same or next day and shall never be used as petty cash.

6. A banking book, with deposit slips should be used to record funds deposited to the bank.

7. The Station Manager and Treasurer should check the deposit book regularly to ensure that each slip has an original bank stamp on it.

**Ordering and Receiving Consumables / Services**

1. All orders for consumables and services should be made with approved suppliers at competitive prices and be authorised by the Station Manager.

2. Orders must be recorded in the Station Order book or order be issued from the system.

3. Three quotes from different suppliers should be obtained for each order over R 5000.00 only if companies are willing to give quotes.

4. The Station Manager shall regularly review the Order book to ensure that delivery has occurred and that orders are valid.

5. Only authorised orders charged at quoted prices are to be accepted. The Administrator should check that deliveries are in agreement with the order on file before accepting delivery. If satisfactory, then the delivery note should be signed and the goods accepted.

6. Payment will be made after the above processes

**Acquisition and Disposal of Fixed Assets**

1. Assets must be insured with an Authorised Financial Service Provider.

2. A fixed assets register must be maintained for all the assets. This will record all property of the station, and serial numbers where appropriate. Manuals and any information that came with fixed assets must be filed and kept in a safe place. The register shall list the item, the cost at purchase, the date of purchase, and the depreciation value (as advised by the accountant each year end).

3. Purchase and disposal of fixed assets must be approved by the Board and Station Manager.

**Acquisition**

1. Acquisition process for assets shall be the same as for ordering of consumables and services.

**Disposal**

1. The disposal of assets shall be recorded in the Fixed Asset Register. The record will note the item to be disposed of, the date of disposal, the reason for disposal and the method of disposal and any funds received in the disposal. Any funds shall be receipted and banked according to financial procedures.

**Loans to Staff Members**

1. The Station Manager & Administrator shall consider and recommend to the Board loans to members. The Board shall have final approval.

2. The amount of any loan granted shall not exceed the staff-members monthly salary / allowance amount.

3. Only one loan per year shall be granted to each staff member

4. The loan must be repaid in full over a determined period as per Loan Agreement. The loan repayments shall be deducted from the staff member’s salary.

5. The station shall endeavour to have no more than 2 loans at any one time.

6. The maximum loan amount per person is R 4,000.00

**Donations**

Donations to the Non Profit making Organisations shall be approved by the Board of Directors

**Rental and Lease Agreements**

1. Any rental or lease agreements should be discussed and understood by both Management and the Board of Trustees. Decisions should be minuted.

2. Approved people should be nominated to sign each lease or rental agreement.

3. Rental and lease agreements must be budgeted for.

4. The Administrator must maintain the register of contracts which shall be checked annually by the Treasurer. The register shall include the following information: name of supplier of goods or service, type of contract (rental, lease), period of contract, payment schedule.

**Books of Account / Records and Reports**

1. The following Books of account shall be maintained by the Administrator:

a) Receipt Book

b) Cash Book

c) Register of Contracts

d) Register of Fixed Assets / Disposal

e) Staff loan file

f) Bank Statements and issued cheques file

g) Bank Deposit Book

h) Deposit Register

i) Order Form and Delivery File

j) Cheque Requisition File

**The Finance and Administrations Manager shall do the following monthly:**

1. Balance and reconcile the cash book with the bank statement

2. Prepare and record salaries, PAYE, UIF, as approved by the Board

3. Prepare a monthly financial statement for the Board meeting

4. Prepare income statement and balance sheets for the Board meeting

5. Prepare a list of debtors and creditors for the Board meeting

6. Prepare cash flow statements for the Board meeting

7. Prepare annual financial statements in conjunction with the accountant and auditor

**Approved by:**

Chairperson of the Board …………………………………………………….…………………….

Secretary of the Board ……………………………..…………………………………………………

**SOCIAL MEDIA POLICY**

**POLICY**

This policy provides guidance for Presenters and Management use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

**PROCEDURES**

The following principles apply to professional use of social media on behalf of Organization as well as personal use of social media when referencing Organization

•Management and Presenters need to know and adhere to the Organization’s Code of Conduct, Employee Handbook, and other Organization policies] when using social media in reference to Organization

•Presenters and Management should be aware of the effect their actions may have on their images, as well as Organization image. The information that Presenters or Management post or publish may be public information for a long time.

•Management and Presenters should be aware that Organization may observe content and information made available by employees through social media. Presenters should use their best judgment in posting material that is neither inappropriate nor harmful to Organization its employees, or listeners.

•Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.

•Presenters and Management are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, presenters should check with the Human Resources Department and/or supervisor.

•Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Presenters and Management should refer these inquiries to authorized Organization spokespersons.

•If Presenters find encounter a situation while using social media that threatens to become antagonistic, Presenters should disengage from the dialogue in a polite manner and seek the advice of Programmes Manager.

•Presenters should get appropriate permission before referring to or post images of current or former employees, members, vendors or suppliers. Additionally, Presenters should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

•Social media use shouldn't interfere with Presenter’s responsibilities at organization’s computer systems are to be used for business purposes only. When using organization’s computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, organization blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

•Subject to applicable law, after hour’s online activity that violates [the organization’s Code of Conduct or any other organizational policy may subject a Presenters and staff to disciplinary action or termination.

•If Presenters publish content after hours that involves work or subjects associated with organization a disclaimer should be used, such as this: “The postings on this site are my own and may not represent organisation’s positions, strategies or opinions.”

•It is highly recommended that employees keep organizations related social media accounts separate from personal accounts, if practical.

**POLITICAL AFFILIATION POLICY**

**DEFINITIOIN:**

Party identification is affiliation with a political party. Party identification is typically determined by the political party that an individual most commonly supports (by voting or other means). Political affiliation means membership of or close association with a political party or organization

**1. Policy Purpose**

The purpose of this policy is to specify permitted use and restrictions of organization’s facilities and resources for politically-related activity on air by presenters and management. The organization activities and programs that enhance the individual capacity of staff and presenters to fulfil their rights. However, violation of regulations could have serious ramifications for the organization.

**2. To Whom the Policy Applies**

This policy applies to Management, staff, and on-air presenters.

**3. Policy Statement**

As a non-profit, Organization whose activities are regulated in part by Legislation of Parliament and ICASA), the ORGANIZATION is prohibited from participating in political campaigns for Candidates, political parties and political organizations or ballot initiatives, and is restricted in conducting Lobbying activities. This prohibition extends to management, staff and presenters. This prohibition places limits, described below, on the activity of organization’s staff and presenters.

The parameters of acceptable and restricted activity under this policy are outlined in this document. The organization reserves the right to amend or modify this policy at its discretion or as it deems necessary to comply with the regulations governing political activities.

**3.1 on-air presenters**

Organization recognizes that presenters in their personal capacity may participate in a political campaign on behalf of any Candidate for public office as long as their activities comply with Organization’s policies and procedures (including this policy on political activities .Distribution of campaign materials is generally prohibited on studio/premises.

**3.2 management and on-air presenters**

1) Management and presenters may take part in partisan political activities freely on their own time, but they must not do so in the course of their regular work and responsibilities for the organization. When endorsing or opposing a Candidate for political office or taking a position on an issue for the purpose of assisting or opposing a Candidate, presenters may not give the appearance that they are representing the Organization. Presenters and staff may not-and must not be asked to-perform tasks related to partisan political activities during working hours.

2)Presenters and Management are prohibited from using Organization’s funds, logos/marks, services, supplies, vehicles, inter-office mail, and email account when conducting political activities. Faculty and staff are prohibited from using any Organization’s resources for campaign activities.

**3.3 Use of Organization Facilities and Resources**

All use of Organization’s facilities and resources is subject to Organization policies regulating time, place, and manner of use. The following includes items that may generally not be used by any person or organization for campaign activities restricted by this policy, regardless of whether the activity is outside on or Studio:

• Organization funds, including the tax exemption for purchase of goods and services;

• Use of Organization name, logo or marks-specifically, event letterhead, the organization’s mail system, computer and Internet network; bulk-mailing privilege and mailing lists, provided office supplies, computers, telephones, facsimile machines, copiers or other cannot directly or indirectly offer institutional endorsement of political Candidates, but certain nonpartisan political activities as defined below (such as properly organized voter registration activities and voter education programs, Get-Out-The-Vote, or public opinion polling), sponsored by the Organization may be broadcast on air.

**3.4 On-Air Appearances by Candidates or Designees**

Candidates for public office or their designees are welcome to appear in studio for non-campaign related activities, such as an educational or informational talk to the community.

• The individual speaks in a non-candidate capacity;

• The event format is pre-approved by the Board

**3.5.1 Candidate Debates**

Organization will consider requests to host political debates on air from recognized And registered political party’s organizations or media partners, with a focus on hosting such debates in elections that have representing multiple political parties (typically general elections). All Candidates duly registered for the ballot must be invited and given a reasonable opportunity to agree to participate, and the event must be managed in such a way as not to favour or endorse any particular Candidate. Arrangements and formats for such debates must be reviewed and approved by the Board.

**3.5.2 Events for Individual Candidates**

1) All Candidates for office or their surrogates may be invited once during a primary election period and once again during the general election period. If a candidate running for one of these offices speaks, other Candidates for the same office must be given the opportunity to speak in a comparable venue and similar timeframe.

2) Communications are designed to promote and support the event, but not the Candidate.

3) Arrangements and formats for such appearances must be reviewed and approved by Board,

3.6 Fundraising and Gift Restrictions

1) Funds or contributions for political Candidates, parties or campaigns may not be solicited in the name of organization, and resources may not be used in soliciting such funds. Political fundraising activities are prohibited on air; this includes using organization-issued electronic devices, materials and facilities to make contributions to political Candidates and organizations. If presenters or management, or staff make political contributions, they do so as individuals and not on behalf Organization.

2) Faculty, staff, and any person or organization acting on their behalf may not solicit or accept funds or contributions for political Candidates or campaigns (their own or someone else’s) from donors identified through donor rolls or other Organization records or directories.

**3.7 Lobbying Rules**

Members of the Organization may lobby government officials regarding particular issues of interest to them on their own time and may not use Organization resources to do so. They must first consult with Board if they wish to lobby government officials in their capacity as an Organization Brown faculty member, staff person or presenter.

4.0 Consequences for Violating this Policy

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the Organization, in accordance with applicable disciplinary procedures.

**Policy Approved by:**

On behalf of the Board:

Chairperson:………………………………………………………………………………….

Secretary:……………………………………………………………………………………….

**MANAGEMENT POLICY**

**GOOD GOVERNANCE:**

•Duties and responsibilities shall be allocated to competent members

•Regular meetings shall be held periodically to cover relevant issues

•Meetings shall be properly convened and constituted for valid decision making

•For each meeting a notice will be given, attendance register and minutes will be kept

•Affairs of the organization should be fairly managed regarding finances, administration, internal controls or any other matter considered relevant for the sustainability of the organization.

**INTERNAL CONTROL PROCEDURES**

An efficient accounting system contains the following principles:

•Adequate segregation of duties

•Adequate controls for safe guarding of assets

•Management supervision

•Authority delegated to accountable personnel.

**SEGREGATION OF DUTIES**

•The person handling assets, access to these assets and, recording thereof should be divided among two accountable personnel

•Proper screening of employees before hiring will be conducted to minimize mismanagement

•Management supervision will be conducted on regular basis

**MANAGEMENT SUPERVISION**

1. Monitoring shall be made that the laid down control procedures are operating sufficiently

2. Errors detected by internal controls, or weaknesses detected during performance of controls will changed.

3. Surprise counts of assets will be conducted and, comparing quantities to accounting records, appropriate and immediate steps will be taken when shortages are discovered.

4. Variance of budgets with actual results will be conducted on a regular basis.

5. All staff duties will be divided with a supervisor monitoring subordinates

6. Employees that have assets under their control will be given sole access to these assets and, will be held accountable for any loss or damage

7. The Manager will be responsible for overall supervision and, will be held accountable for losses to assets or accounting records.

**CONTROL OVER CHEQUES**

1. Drawing and signing of cheques should proceed systematically.

2. Cheques should be drawn by authorized persons, together with appropriate supporting documentation as the evidence of the amount and, then only submitted to signatories.

3. The cheque signatories should examine the documents to satisfy themselves that the amount is due and, indeed payable.

4. Where cheques of large amounts are drawn, the signature of two officials will be in order.

INDEMNIFICATION

Office bearers and committee members provided that they did not act in a manner that constitutes misconduct, shall be indemnified and protected against all legal proceedings instituted against them, costs and expenses incurred by reason of the performance of their duties on behalf of the organization.

**Approved:**

Chairperson……………………………………………………………………………………….

Secretary……………………………………………………………………………………………….

**SEXUAL HARASSMENT POLICY**

**DEFINITION**

Any unwelcome or uninvited attention of a sexual or erotic nature that causes discomfort, humiliation, offence or distress and, interferes with the recepient’s job performance irrespective to cultural differences as to what constitutes sexual harassment. Sexual harassment may consist of any or all of the following and, may be of serious or less serious nature.

•Sexual advances

•Request for sexual favours in return of employment benefits

•Suggestive remarks about the person’s body, appearance or clothing

•Physical contact

•Obscene gestures and, indecent exposure, staring, leering or whistling

•Display of sexual offensive or explicit material including material, including posters, magazines, pictures, computer screen savers.

•Continual pressure for dates or sexual favours

•Letters, calls, sms, mms and e-mails of sexual nature

•Any other unwelcome form of physical or verbal behaviour that has sexual overtones.

**PROCEDURE FOR REPORTING**

•Any person is encouraged to bring the matter to the attention of the senior or immediate supervisor.

•Allegations will be investigated and, as confidential as possible

•Disciplinary steps will be taken against anyone lodging false accusations

**PROCEDURES FOR DEALING WITH SEXUAL HARASSMENT**

•Informal -- discussion or mediation

•Formal-- following disciplinary procedure and code of conduct scheduled

**DISCIPLINARY ACTIONS**

1) Verbal warning

2) Written/final warning

3) Demotion/ withholding promotion

4) Transfer

5) Dismissal

**EDITORIAL POLICY**

This policy document governs news and news room and, how editorials are finalized. It is aimed to be in line with regulations and laws that govern the running of radio news in RSA. Moqhaka FM seeks to underpin the values and principles that define Moqhaka FM as a Community Radio station: these values articulated in the Constitution-including national development, unity, diversity, non racism, non sexism, democracy and human dignity represent those things that are commonly held by South Africans to be important.

**AMONG THE CORE EDITORIAL VALUES FOR Moqhaka FM ARE THESE**:

**Equality**: Moqhaka FM communicates to everyone in all official languages

**Editorial independence**: Moqhaka FM is governed by the Constitution of the organization, which also enshrines the journalistic, creative and programming independence of the volunteers and, the constitutionally protected freedom of expression

**Nation building**: Moqhaka FM celebrates SA’s identity and culture and people in its programming

**Diversity**: Moqhaka FM celebrates SA’s diverse languages, cultures and people in its programmes

**Human dignity**: Moqhaka FM respects the inherent dignity of all South Africans, reflects them in all their diversity, and does not use language or images that convey stereotypical or prejudiced notions of SA’s races, cultures and sexes

**Accountability**: in discharging the editorial, the management and volunteers are ultimately accountable to the Board which is charged with ensuring that the organization complies with the constitution and policies

**Transparency:** the organization ensures that the principles of honesty, openness and transparency are core to every aspect of our relationship with stakeholders, suppliers and public

**EDITORIAL CODE OF PRACTICE**

•We are committed to a high standard of accuracy, fairness and impartiality and, we therefore report, contextualise and present news and current honestly by striving to disclose all the essential facts and by not suppressing relevant, available facts, or by distorting by wrong or improper emphasis

•We are committed to fulfilling the rights of South Africans to received and impart information and ideas and we further understand that if South Africans are to meet the challenges of building a nation and a strong democracy, they must have access to relevant, reliable, and timely information of the best quality. In covering newsworthy events, we aim to give them what they need in order to make informed decision about their lives

•We are aware of discrimination being furthered by the media and, therefore in accordance with the Constitutional principle of equality and our commitment to the equitable treatment of all segments of the South African population, we avoid promoting discrimination on the ground of gender, race, language, culture, political persuasion, class, sexual orientation, religious belief, marital status, or disability

•We do not allow advertising, commercial, political or personal consideration to influence our editorial decisions, Moqhaka FM is expected to provide information, and as part of this duty should evaluate, analyse and critically appraise government policies and programmes. The Moqhaka FM is not the mouthpiece of the government of the day though will broadcast opinion of government policies,

•We respect individuals’ legitimate right to privacy, and should not do anything that entails intrusion into private grief and distress, unless it is justified by overriding consideration of public interest.

•We are circumspect and sensitive in presenting any form of brutality, violence, atrocities or personal grief.

•We seek balance by presenting relevant views on matters of importance, as far as possible. This may not always be achieved in single programme or news broadcasting, but should be done within a reasonable time.

•We are guided by news merit and judgement in reaching editorial decisions. Fairness does not require editorial staff to be unquestioning, or the Moqhaka FM to give every side of an issue the same amount of time.

•In serving the public’s right to know, we are enterprising in perceiving, pursuing and presenting issues that affect society and individuals

•We are free from obligation to any interest group, and committed to the public’s right to know

•We do not accept gifts, favours, free travel, special treatment, or privileges that could compromise our integrity, and any such offer is to be disclosed.

•We identify ourselves and our employer before obtaining any information for broadcasting. As a general rule, journalism should be conducted openly. Covert methods may be used only with due regard to their legality, to consideration such as fairness and invasion of privacy, and to whether the information being sought is so significant that it warrants public disclosure but cannot be obtained by other means.

•We resolutely uphold the principle of journalistic freedom and see the protection of journalists sources as an important part of this principle. If the protection of a source were to become a legal matter, The Moqhaka FM would not advise its employees to refuse to obey a court order, but would make its legal counsel available for advice and to present legal argument in court to protect the source.

•We do our utmost to make a timely correction of any information that was broadcasting and is found to be inaccurate.

•We support South African culture and broadcasting news that are identifiably South African a sense of shared experience and the goal of nation building.

•We have a mandate to provide for a wide range of audiences interests, beliefs and perspectives. We therefore provide a programme mix that suits a variety of tastes and reflects the diverse make-up of South Africa. This extends to language, cultures and geographical regions.

•We are committed to being the voice and to telling the story of every South African accordingly

**INDUCTION POLICY**

1. We believe that the employees and volunteers form the cornerstone of service delivery to our communities. We therefore adopt a policy of giving priority training and development to staff, within the parameters at what is feasible and sensible to our context and resource deployment requirements. We shall identify and assess training needs of potential staff, match it with the requirements of the organization and afford all staff the opportunity to develop their potential, improve their performance and advance their career prospects within the organization. Special attention will be paid to training and development opportunity for staff belonging to designated group.

2. Moqhaka FM is committed to structure and systematic training and development of its staff on an ongoing basis to enable them to perform their duties effectively and efficiently. Training and development programmers will be provided to enable staff to acquire skills, knowledge and other attributes and, develop their potential to meet the organizations future human resource needs

3.The training and development of staff will commence with his/her appointment and continues as long as he/she is with Moqhaka FM. Current staff will be drawn into the training process in accordance with priorities established by way of structured analysis of training needs

4. Moqhaka FM shall, in addition to any provision that it must take in its operating budget for payment of a statutory skills levy, provide additional funds in order to conduct training of staff.

**PRINCIPLES OF TRAINING AND DEVELOPMENT**

Training and development must be:

• Needs based

• Systematic

• Cost effective

• Developmental

• Externally as well as internally developed and presented

• Related to staffs current or possible future jobs

• Delivering results that are measurable against pre-determined outcomes

**ORGANIZATION ARRANGEMENTS FOR TRAINING AND DEVELOPMENT**

The human resources manager:

1. Must advice and assist the supervisors with regards to training and development, especially with regards to the identification of training needs and, selecting appropriate programmes to supply those needs

2. is responsible for administration of the training process and programmes and events

3. Establish training schedule at the beginning of each financial year taking into accounts the training needs of the staff

4. Must in consultation with Financial Manager make provision in the annual operation budget for Training and Development in addition to the payment of Skills Levy

5. Make recommendations to the Directors regarding staff participation in training programmes and attendance of seminars, workshops and similar training events

**INDUCTION**

1. The induction procedure shall apply to all levels and types of staff joining the organization

2. All staff must attend and complete the induction programme

**GENERAL POLICY**

All contract staff shall receive:

• Pre-employment information pack

• Corporate induction

• Mandatory job requirements training

**PRE-EMPLOYMENT PACK**

All contracted staff shall receive a pre-employment package with their offer letter containing the following:

•Welcome from the directors

•Job description

•Contract employment

•Policies

**CORPORATE INDUCTION**

This one day session will provide;

•An overview of the organization, strategic direction and mission

•Introduce key members of the organization

•Overview of organization structure

•Culture an expected behaviour

•Outline key policies and procedures

•Training in fire prevention, incident reporting, health and safety, risk assessment

•Awareness of and guidance in matter of information communication, technology, data protection, internet etc.

ON THE JOB TRAINING

1. The objective of on the job training is to provide staff with skills and knowledge that he/she needs in order to improve performance and to modify attitude of staff in order to improve competency

2. The manager, after consultation with relevant supervisor, must nominate the staff to participate in any training programme or to attend a seminar, workshop or similar training event and submit such nomination to the directors

3. Whenever the manager after consultation with the relevant supervisor, requires staff to participate in specific training programmed offered by an institution other than the organization, the organization shall pay for all costs incurred for registration, learning material, tuition fees, travelling and accommodation is committed to structure and systematic training and development of its staff on an ongoing basis to enable them to perform their duties effectively and efficiently. Training and development programmers will be provided to enable staff to acquire skills, knowledge and other attributes and, develop their potential to meet the organizations future human resource needs

3.The training and development of staff will commence with his/her appointment and continues as long as he/she is with Moqhaka FM. Current staff will be drawn into the training process in accordance with priorities established by way of structured analysis of training needs

4. Moqhaka FM shall, in addition to any provision that it must take in its operating budget for payment of a statutory skills levy, provide additional funds in order to conduct training of staff.

**PRINCIPLES OF TRAINING AND DEVELOPMENT**

Training and development must be:

• Needs based

• Systematic

• Cost effective

• Developmental

• Externally as well as internally developed and presented

• Related to staffs current or possible future jobs

• Delivering results that are measurable against pre-determined outcomes

**ORGANIZATION ARRANGEMENTS FOR TRAINING AND DEVELOPMENT**

The human resources manager:

1. Must advice and assist the supervisors with regards to training and development, especially with regards to the identification of training needs and, selecting appropriate programmes to supply those needs

2. is responsible for administration of the training process and programmes and events

3. Establish training schedule at the beginning of each financial year taking into accounts the training needs of the staff

4. Must in consultation with financial manager make provision in the annual operation budget for training and development in addition to the payment of skills levy

5. Make recommendations to the directors regarding staff participation in training programmes and attendance of seminars, workshops and similar training events

**INDUCTION**

1. The induction procedure shall apply to all levels and types of staff joining the organization

2. All staff must attend and complete the induction programme

**APPROVED:**

Chairperson……………………………………………………………………………………………..

Secretary…………………………………………………………………………………………………

**STIPEND POLICY**

**PAYMENT OF OUR VOLUNTEERS**

1. The parties to this agreement recognize that this agreement does not create any actual or apparent partnership or employer/employee relationship between the parties. The volunteer presenter is not authorized to enter or commit Moqhaka FM to any agreement and, shall not represent itself as the agent or legal representative of Moqhaka FM, unless approved in writing by the management.

2. Moqhaka FM will not pay a salary but a stipend, (A stipend is a form of a salary, it is often distinct from a wage or salary because it does not necessarily represent payment for work performed, instead it represents a payment that enables a person to be exempt partly or wholly from waged or salaried employment in order to undertake a role that is normally unpaid or voluntary.

3. The stipend shall be paid on the 15th of each month

4. The management shall have the prerogative to approve/agree on utilization of the presenter

5. Moqhaka FM shall identify the need and scope and functions to be performed and, days/ hours will be set out by the management

**STIPEND**

The volunteer shall perform hours of service with, expectation of compensation for service rendered.

1. Any payment in money or in kind or both in money and in kind that will be made to a presenter offering a service shall be paid

2. Monetary benefit shall be paid into a designated bank account of the volunteer

**APPROVED:** ……………………………………………………………………………………………………....

CHAIRPERSON…………………………………………………………………………………………………….

SECRETARY……………………………………………………………………………………………………

**PREGNANCY POLICY**

**OBJECTIVE:**

• To support female presenters during pregnancy

• To be able to plan for the pregnant female presenter during the period of pregnancy.

GUIDELINES:

•Pregnancy should be reported immediately

•A Doctor’s letter regarding health and gestational period must be submitted by the volunteer

•A presenter is allowed to remain at work up to 32 weeks if there no complications

•Any presenter who remain at work after stipulated period does so at her own risk and, shall not hold the company responsible for any injury/damage or whatsoever

•A presenter is to bring a Doctor’s report after the delivery of the baby if she wants to commence her duties before the stipulated period

**APPROVED**

CHAIRPERSON………………………………………………………………………………………………………………..

SECRETARY………………………………………………………………………………………………………………………..

**RECORD KEEPING POLICY**

**DATABASES**

The company will maintain a database of all volunteers working towards assessment against registered unit standards

The following information will be captured:

I. Full names

II. I.D

III. Telephone

IV. Cell phone

V. E-mail address

VI. Postal address

VII. Date of assessment

VIII. Date of re-assessment and results

IX. Endorsement number

X. Certificate number

• Databases will be password protected and saved per project and client on the server

• Only authorised staff will have access to these databases

**RECORD KEEPING**

The following records will kept by the coordinator as per administration manual:

• Attendance work register

• Competency grids

• Feedback report

• Course report

• Evaluations

• Volunteer information and ID

**APPROVED:**

Chairperson………………………………………………………………………………………………………………………..

Secretary………………………………………………………………………………………………………………………………..

**LANGUAGE POLICY**

**INTRODUCTION**

As Community Radio station, Moqhaka FM embraces the constitutional duty to treat all the official languages equitably, and with equal respect. The Constitution also recognises the need to promote South African Sign Language and "the Khoi, Nama and San languages".

We are conscious of the important part Moqhaka FM should play in facilitating the fulfilment of these rights, and pledge our commitment to working towards these goals.

This Language Policy is derived further from the Organization's commitment to freedom of expression, which is protected by the Constitution, including the right of all South Africans to receive and impart information. We recognise that freedom of expression can be realised fully only when every South African can inform and be informed in their language of choice. Access to meaningful information would also empower South Africans to participate effectively in every facet of society.

We also recognise that language plays a crucial part in promoting and attaining the goals of building our democracy and our nation, and protecting and developing our uniquely diverse cultures. This is because the use and development of language is closely linked to the development of culture and identity. These matters are particularly important in our relatively new democracy, where language will be instrumental in its growth and development.

Owing to its virtually universal accessibility and use, Moqhaka FM has a unique responsibility to broadcast programmes that promote development of national identity while supporting development of our languages and cultures. South Africa, and consequently the organization, is faced with a further challenge: that of bringing marginalised national languages, cultures and identities into the mainstream, so that they can develop and flourish, and become a core part of our nation building project.

**STATEMENT OF COMMITMENT**

This policy takes into account the Constitution and a range of legislative and regulatory requirements — in particular those contained in the Independent Broadcasting Authority Act, the Broadcasting Act, and ICASA policies and regulations.

Drawing on these, the Moqhaka FM commits itself to being the voice and vision of every South African. Accordingly, we provide a range of distinctive, creative and top quality programmes in THREE official languages across our radio portfolio, and strive to reflect the needs of each language community in our programming, maintain distinct and separate radio services in each of official languages, treat all the official languages equitably on radio

1.In acting on these commitments Moqhaka FM will be guided by the following:

2. The need for institutions, including Moqhaka FM, to take practical and positive steps to treat all the official languages fairly.

3.The need to address the marginalisation of indigenous languages and South African Sign Language in recognition of the impact of the previous systematic marginalisation of those languages .

4. The obligation to reflect the linguistic and cultural diversity, and multilingual nature of South Africa while promoting national unity.

**AIMS AND OBJECTIVES**

Moqhaka FM’s primary role is to make its programmes accessible to all the audiences, and in that regard language is fundamental to meaningful communication. In keeping with this, Moqhaka FM aims to:

•Inform, educate and entertain South Africans in their home languages.

•Promote understanding and acceptance of and between the linguistic and cultural groups in South Africa.

•Contribute to continual development of the 3 official languages.

**SCOPE OF THE POLICY**

Moqhaka FM is, in terms of the Independent Broadcasting Authority Act and the Broadcasting Act, required to provide broadcasting services in 3 official languages.

This policy should therefore be considered when Moqhaka FM:

•Develops strategic plans for Moqhaka FM.

•Develops business plans and budgets for Moqhaka FM.

•Formulates programme strategies, policies and plans for radio station,

•Determines training needs and strategies,

•Develops audience research projects to gauge the needs of viewers and listeners and to assess response to programmes ,

•Formulates plans for universal service and access to broadcasting ,

•Investigates and formulates plans for the use of innovative technology.

**USE OF LANGUAGE IN BROADCASTING**

•In fulfilling its duty to protect and nurture South Africa's official languages, Moqhaka FM strives to ensure that they are all spoken correctly. In doing so Moqhaka FM commits itself to celebrating the rich diversity of dialects and accents in each language group.

•Moqhaka FM recognises that languages are dynamic, continually developing and adapting to circumstances; language in broadcasting should therefore take account of the evolution of languages.

•Moreover, language usage should accord with the programme genre. It is fair to assume that more formal language would be used in news programmes, whereas more conversational, colloquial or everyday language would be used in drama.

•Language in broadcasting should also take account of the social expectations and values of different language groups, and the right of every South African to be treated with respect and dignity. Language usage in broadcasting should therefore avoid giving offence and causing hurt unnecessarily. It should encourage respect and concern for everyone, and be free of elements such as prejudice, and racist and sexist connotations. The Programming Policy and the Policy on News, Current Affairs and Information Programming expand further on this issue.

**OPERATING PRINCIPLES**

In striving to play its part in reaching these common goals, Moqhaka FM Language Broadcasting Policy takes account of, and is shaped by, a number of operating principles:

•Use of groupings such as cognate, shared and widely understood languages so as to make the most cost effective use of scarce resources ,

•Special action on marginalised languages ,

•Attainment of language goals, firstly in targeted programme genres.

•Combined use of unilingual and multilingual programming.

•Coverage of events of national importance to promote the development of national identity, unity and nation building.

•Fair allocation of resources to achieve quality in programmes on all the broadcasting platforms.

•Application of appropriate technologies to achieve language coverage and access goals.

•Use of research to understand audiences' language broadcasting needs.

•Introduction of annual plans to focus implementation and monitoring of the Language Policy

•Development of mutually beneficial relationships with key social partners, notably the Pan South African Language Board.

These operating principles are elaborated on below.

**RADIO**

Radio is still the most widely used and most accessible broadcasting medium in South Africa. It is used in homes, cars, taxis, trains, malls and food courts. South Africans can listen to the radio all day and all night. As audiences have fragmented increasingly into niche markets there has arisen a special responsibility for Moqhaka FM, as community broadcaster, to offer South Africans a wide range of programmes — irrespective of age, income or language. Accordingly, Moqhaka FM is charged with providing quality radio services in all 3 official languages.

**In making this pledge Moqhaka FM notes:**

The crucial part radio plays in the lives of many South Africans, as it is often the only medium available to them in their home language, and in many instances the only medium available at all. The under-development of previously disadvantaged people and of their languages in South Africa, which must be redressed if we are to meet our commitment to delivering excellent radio services .The unique part radio can play in promoting people's right to receive information, to express themselves, and to inform others.

**PROGRAMMING GUIDELINES**

A language service should be sensitive to and reflect the needs and lifestyles of the speakers of that language — including those of children, young people, urban and rural dwellers, and the elderly. A language service should provide programming in genres such as news and information, children’s/educational programmes, and entertainment .Programmes should aim to reflect the realities of the target audience, while recognising their right to a wide range of programming from throughout South Africa and the world. Programmes should aim to foster unity and common South Africanness.

**NEWS AND INFORMATION PROGRAMMES**

Moqhaka FM recognises the important part news and information programmes play in enabling every South African to participate effectively, and from an informed basis, in building our democracy, nation and economy. Meaningful access to information is therefore essential, and involves not only reporting events, but analysing issues of significance as well.

We commit ourselves to providing comprehensive radio news and information programmes in 3 official languages.

**BROADCASTING EVENTS OF NATIONAL IMPORTANCE**

Moqhaka FM is committed to airing events of national importance, such as the annual State of the Nation Address at the Opening of Parliament, and the Provincial/National Budget Speech, that warrant full or extended live coverage. Coverage of these events gives South Africans access to important and relevant information about our developing nation. On such occasions Moqhaka FM strives to ensure that all its language services cover them. To this end, the language services collaborate with, and complement, one another's programmes and schedules. The Policy on News, Current Affairs and Information Programming gives more information on broadcasting events of national importance.

**CHILDREN’S PROGRAMMES**

The Broadcasting Act requires Moqhaka FM to meet children's programming needs. Children require informative, educational and entertaining programmes of excellent quality, in their home language, aimed specifically at addressing their needs and instilling a sense of pride in their culture and language. These needs vary according to the circumstances and ages of children, from pre-school to school-going and adolescence.

Radio programmes have a supportive role in nurturing and developing children's language capacity, and cultural knowledge and experiences. Programmes can also assist in promoting understanding between children of different language and cultural communities.

Moqhaka FM addresses the needs of children in its language radio services by offering programmes that cater specifically for them.

The Programming Policy give more information on children's programmes.

**ALLOCATION OF RESOURCES**

The Broadcasting Act requires Moqhaka FM to meet children's programming needs. Children require informative, educational and entertaining programmes of excellent quality, in their home language, aimed specifically at addressing their needs and instilling a sense of pride in their culture and language. These needs vary according to the circumstances and ages of children, from pre-school to school-going and adolescence.

Radio programmes have a supportive role in nurturing and developing children's language capacity, and cultural knowledge and experiences. Programmes can also assist in promoting understanding between children of different language and cultural communities.

Moqhaka FM addresses the needs of children in its language radio services by offering programmes that cater specifically for them.

The Programming Policy give more information on children's programmes.

Moqhaka FM commits itself to ensuring fair allocation of financial and other resources to the language services so that they can meet the requirements of broadcasting programmes of excellent quality.

In allocating its resources, Moqhaka FM takes into account the historical imbalances between English and Afrikaans on one hand, and the nine African languages on the other. Moreover, Moqhaka FM takes into account that radio, owing to people’s lower literacy levels and poverty, remains for many the only medium available for receiving essential education and information, and good quality entertainment. Special attention is therefore paid to developing and expanding programmes on services that target historically disadvantaged communities.

**GUIDELINES FOR EQUITABLE TREATMENT**

The term equitable means just, fair and reasonable — not necessarily equal — treatment. In this regard, Moqhaka FM aims to broadcast every official language, while ensuring that programmes are accessible to as many listeners as possible.

Equitability is achieved through a combination of means, including unilingual productions and multilingual programmes. At times this objective is met the best by broadcasting in cognate or widely understood languages. When this is applied, Moqhaka FM rotates the use of languages in any cognate group in order to achieve equitability.

In striving to achieve equitability, the following matters are taken into account:

•The overall time allocated to each language.

•Scheduling of programmes when members of the target audiences are available.

•The range of programme genres available in each language

•Financial and other resources for programmes in each of the official languages.

In determining allocation of time to each language, Moqhaka FM has due regard to:

•The number of home language speakers in the coverage area of the radio.

•The geographical spread of the language

•The extent to which members of a language community are able to understand other languages.

•The extent of marginalisation of the language.

•The extent to which it is understood by other South Africans z Available resources.

These criteria are intended to ensure that all the languages receive some air time, but not necessarily in equal amounts. Moreover, when these criteria are applied effectively, we dedicate a greater amount of programme time to more widely spoken or shared languages, while committing ourselves to special projects for marginalised languages.

**MULTILINGUAL PROGRAMMES**

Moqhaka FM is conscious of the part multilingual programmes can play in promoting knowledge and understanding of the country's diversity of languages and cultures. Such programmes, when used creatively, also reach out to wider audiences.

Accordingly, Moqhaka FM actively encourages production of meaningful multilingual programmes as a means of attaining its language broadcasting objectives. Multilingual programmes are those that include substantial amounts of more than one official language

**LANGUAGE**

**BROADCASTING EVENTS OF NATIONAL IMPORTANCE**

Moqhaka FM is committed to broadcasting events of national importance that warrant full or extended live coverage, such as the annual State of the Nation address by the President at the opening of Parliament, and the Budget speech.

When such events are broadcasted, Moqhaka FM strives to ensure that the broadcasts are accessible to the widest range of South African language communities. This can be achieved through use of a combination of cognate languages and widely understood languages, and innovative use of broadcasting technology such as multiple soundtracks, subtitling, and Sign language. In this regard, Moqhaka FM strives to broadcast events of national importance in the all language groups as provided for in the National Language Policy Framework, developed by the Department of Arts and Culture. The Policy on News, Current Affairs and Information Policy gives more information on broadcasting events of national importance.

**CHILDREN'S PROGRAMMES**

Children require informative, educational and entertaining programming of excellent quality, in their home language, that is aimed specifically at addressing their needs and instilling a sense of pride in their culture and language. These needs vary according to the circumstances and ages of children, from pre-school to school-going and adolescence. Moqhaka FM recognises that many children, particularly pre-school children, understand only their home language.

Moqhaka FM aims to broadcast a range of top quality educational, informative and entertaining television programmes for children of different age groups that are responsive to their language needs. This can be accomplished by means such as dubbing, multilingual programming and subtitling that is age appropriate. When acquiring and broadcasting children's programmes Moqhaka FM takes children's language requirements into account. More information on children's programmes is detailed in the Programming Policy.

**ALLOCATION OF RESOURCES**

Moqhaka FM acknowledges that it is faced with limited air time and other broadcasting resources. In order to achieve its language broadcasting objectives, Moqhaka FM undertakes to achieve fair and equitable allocation of financial and other resources when commissioning programmes in the official languages.

**UNIVERSAL SERVICE AND ACCESS**

The Broadcasting Act requires that, as circumstances permit, a range of programmes in South Africa's official languages should be extended to all South Africans. Moqhaka FM undertakes to pursue this objective with regard to radio, through its Universal Service and Access Policy.

**RESEARCH**

The needs and demographics of our language communities are changing and evolving continually. Since Moqhaka FM is committed to serving the broadcasting needs of these communities, it undertakes to research these needs regularly, and to ensure that such research informs its programming and scheduling strategies. Moqhaka FM also makes use of research to assess whether the strategies and innovations it implements meet audience expectations adequately.

**TECHNOLOGY**

Moqhaka FM recognises that technology offers innovative means of meeting the challenges of broadcasting in the country's official languages. Moqhaka FM therefore commits itself to undertaking relevant research into the creative use of technologies to facilitate implementation of its mandate.

**RELATIONSHIPS WITH OTHER ORGANISATIONS**

Moqhaka FM recognises that it has a significant part to play in contributing to equitable treatment of all the official languages. It believes it can fulfil its responsibilities effectively in collaboration with other organisations that have also been established to further these aims, such as the Pan South African Language Board. Moqhaka FM therefore establishes mutually beneficial working relationships with such organisations to facilitate compliance with the Language Policy outlined in this document.

**MONITORING AND IMPLEMENTATION**

This Language Policy lies at the core of our service mandate as the broadcaster service in South Africa. In order to ensure its implementation, the Board and management of Moqhaka FM have established specific appraisal and monitoring processes. The Board requires management to submit an annual language action plan that identifies future goals arising from this policy. A summary of achievements of the previous year is also to be attached to the language action plan in order to facilitate a review of the achievements, opportunities and challenges. The summary includes the following:

•An account of the performance on language, including South African Sign Language, in the previous year.

•A summary of the findings of any relevant research

**LANGUAGE**

A summary of professional developmental programmes undertaken to meet the competence and skills needs of implementing this policy. A summary of investigations into the use of technology, and application of technologies to implement this language policy.

**APPROVED:**

Chairperson……………………………………………………………………………………………..

Secretary………………………………………………………………………………………………….

**PROGRAMMING POLICY**

**INTRODUCTION**

1.1 As a community radio station, Moqhaka FM has a programming policy (defined herein) that is based on the following principles:

•to make broadcasting accessible to all individuals and all sections of the community seeking access to broadcasting facilities, particularly those who do not obtain access to other media,

•to expand meaningful programming choice to satisfy a wide diversity of needs and interests of listeners, whether numerous or not, and

•to provide programs that meet the needs of the local community and are consistent with the station’s Promise of Performance outlined as follows.

1.2 Station programming policy shall embrace and abide by the Moqhaka FM Promise of Performance. In regard to programming, that includes the following:

•seeking to provide an alternative radio service for the people of Moqhaka FM

•Program content and format shall be such as to complement and supplement programs provided by commercial and national broadcasters serving Moqhaka FM.

•provision of educational programs, community access programs, high quality music and other programs considered suitable for broadcasting to the people of Moqhaka FM.

•offering access to facilities and personnel to all community members and/or groups to produce and broadcast their programs. Other community members and/or groups shall have the right of reply to views expressed in these programs.

•seeking to promote public awareness of the potential of community broadcasting, encouraging the community to produce its own programs.

1.3 Station programming policy shall also embrace and abide by the community broadcasting Codes of Practice.

1.4 Station programming policy shall also embrace and abide by the following code of ethics. In that regard, the station shall

•cater to the needs of those denied effective access to, and those not adequately served by, the existing media

•seek the highest standard in programming consistent with the widest possible community participation

•subject to legal requirements and station policy, avoid any kind of censorship, and

•encourage broadcasters to adopt a programming policy which opposes and breaks down prejudice on the basis of race, nationality, ethnic background, sex, religion, sexual preference, or mental condition.

**2.0 INDEPENDENCE**

2.1 Station programming policy shall at all times remain independent. This means that the programming policy of Moqhaka FM shall be conceived and implemented without reference to the needs of any specific interest group (other than offering access) including political, religious, or any business interests.

2.2 Station programming (in terms of quality and content) and scheduling shall not be undertaken to meet the needs of current or potential station sponsors.

2.3 Station programming and scheduling shall be undertaken in a manner that is free from control or influence by one dominant group of members.

2.4 The Board shall endeavour to ensure that station programming and scheduling is managed by a consensus approach of members broadly representative of the local community diversity.

2.5 The Board shall endeavour to ensure that this policy and station programming and scheduling is subject to external community influence and scrutiny.

2.6 The Board shall ensure that appropriate management structures and portfolio allocations are such that programming independence is maintained.

**3.0 GOVERNANCE**

3.1 The Board shall remain accountable for the maintenance and development of the station programming policy and shall remain accountable for its implementation and compliance.

3.2 The Board shall endeavour to provide consultative mechanisms and structures to promote participation by station members and the broader community in programming policy, program types and scheduling and programming practices.

3.3 The Board shall endeavour to maintain a programming advisory committee to allow for such input from a broader base of personnel. The charter for a programming advisory committee shall be based on that outlined in Schedule 2 of this policy.

3.4 The Board shall ensure that participation in all station activities and the presentation of programs is discharged without prejudice to any individuals or groups on the basis of ethnicity, race, chosen language, gender, sexual preference, religion, age, physical or mental ability, occupation, cultural belief or political affiliation.

3.5 The Board shall also ensure that programs presented on the station have a bias towards opposing prejudice in any form. The Board shall undertake a formal review of any program which is deemed to not comply with this requirement.

**4.0 COMMUNITY ACCESS**

4.1 The Board shall ensure that Moqhaka FM remains open to all members of the community (groups or individuals) to access personnel and station facilities in order to present broadcast programs on the station.

4.2 The Board shall regularly promote at least once per week on air that all members of the community have a right to access broadcasting opportunities on the station.

4.3 Members of the community wishing to access broadcasting opportunities shall not be screened or discriminated against on the basis of gender, age, ethnicity, religion, political persuasion, sexual preference or voice quality. However, all such members of the community must be prepared to undergo training and induction prior to broadcasting and achieve reasonable competence as a result of such training and induction.

**5.0 BROADCASTING ISSUES**

5.1 Further to the principles and objectives outlined in this policy, broadcasters on Moqhaka FM should endeavour to inform and entertain listening audiences.

5.2 All programs broadcast must comply with the legal and ethical requirements outlined in statutory and station policy documents.

5.3 All broadcasters on the station must complete training and induction prior to commencing broadcasting. All broadcasters must attend refresher training on these issues at least once every four years. The Board shall ensure that records of who has completed such training shall be kept.

5.4 All broadcasters must enter into an agreement with station management that they will abide by the policies, practices and lawful instructions of the Board or its agents. This agreement shall take the form of that described in Schedule 3 of this policy and the Program Director (or other officer if nominated by the Board) shall be responsible for ensuring that all presenters have entered into such an agreement.

5.5 All broadcasters will take all reasonable precautions to avoid placing the station at risk of a successful defamation case against it.

5.6 All broadcasters will take all reasonable precautions to avoid placing the station at risk of a successful contempt of court, contempt of Parliament or any other legal action case against it.

5.7 All broadcasters shall be cognisant of their respective audiences in terms of what may be offensive or in poor taste. In regard to potentially offensive material, such material may not be broadcast unless:

•the material relates to the intended target audience, and

•that a warning has been broadcast prior to each such item, and that the broadcast of such material is between the hours of 10pm and 6am the following day. Any broadcaster who is found to knowingly and with intent put to air offensive material with the sole intent of shocking, causing distress or for gratuitous purposes, will be suspended from broadcasting until such time as the Board has been able to negotiate a suitable course of action to address the breach. For the avoidance of doubt, this also includes:

• Material which denigrates or vilifies any person or group on racial, religious, sexual and other discriminatory grounds,

• Material which is considered harmful to children, and

• Gratuitous (or un-called for) content and bad language (without context) including where material is broadcast to deliberately offend the target audience.

5.8 In addition, there are no circumstances where any station broadcaster can use the following words – f\*\*k, c\*\*t – in their spoken presentation. Such words contained in music can be played in accordance with the previous clause.

5.9 Under no circumstances shall material be played that would be considered harmful to children.

5.10 All music programs shall endeavour to ensure that compliance with Moqhaka FM content requirements is observed.

5.11 All music broadcast on the station shall be covered by copyright. Therefore only music from recognised labels can be played and any live music performed can only be material where copyright has been approved (i.e. musicians can only present their own material unless written permission is provided to the Board for other such material at least 48 hours prior to proposed broadcast).

5.12 Radio plays, poetry and other similar written works can only be broadcast with the written permission of the copyright owner provided to the Board prior to such broadcasts.

5.13 Broadcasters shall strive to present programs of the highest quality at all times. As such, preparation prior to broadcasting should be at least equivalent to the time spent broadcasting.

5.14 In accordance with the law, broadcasters shall not present on-air whilst under the influence of liquor or other mind altering substances. In addition, broadcasters shall not consume alcohol whilst broadcasting – no matter where such broadcasts are being made from. Failure to comply with this clause will result in immediate expulsion from the station.

5.15 Station broadcasters may not undertake on-air talk-back on the station unless prior permission of the Board has been obtained in writing. (The Board shall not unreasonably withhold such permission, however it is expected that presenters wishing to broadcast talk-back would be trained in interviewing techniques and the technical requirements of the operating panel). It should be noted that talk-back is defined as random callers being put to air and not pre-arranged interviews on the telephone. No talk-back segments shall be broadcast without the seven second delay being operational and no talk-back shall be undertaken without an assistant to the presenter being present to assist with incoming telephone calls.

5.16 Programs shall start and end at the times published in the daily running schedule produced by station management. However, where news is scheduled, programs shall conclude at the commencement of the news and the next program shall commence following the news. Where news is scheduled within a program, the news shall be broadcast as scheduled.

5.17 Presenters must arrive at the station at least ten minutes prior to their scheduled program time to ensure a smooth transition between programs.

5.18 Station presenters may have guests on their programs, however where a guest becomes a regular presenter each week, such guests must become trained broadcasters and members in accordance with clause 3.4 of this policy. A guest must comply with this clause after four consecutive weeks of being a guest on any program or if it is decided by the Board that such a person is no longer deemed to be a guest.

5.19 Broadcasters shall play all announcements and program segments scheduled on the daily schedule by station management as close as possible to the time scheduled. Presenters will sign the daily schedule to verify that such announcements and segments have been broadcast. A failure to comply with this clause may result in dismissal from the station.

5.20 Sponsorship announcements must not be played more frequently than specified. In addition, no announcements promoting business interests shall be broadcast unless these are announcements included on the daily schedule by station management. A failure to comply with this clause may result in instant dismissal of the presenter.

5.21 The Board will ensure that all station broadcasts are recorded on a logger system in accordance with statutory requirements.

5.22 Station broadcasters can arrange other current trained presenters to fill in for their programs as required or arrange to have a pre-recorded program broadcast in place of a usual live program, provided that they have arranged with the broadcasters on either side of the program in advance, or have arranged other qualified members to supervise for the period of the program. Station management must be advised in advance of any such arrangement.

5.23 If a broadcaster is intending to be absent for five or more consecutive programs, station management must be advised in advance of any such intended absence.

**Codes of Practice for Programming**

**Guidelines for All Programming**

The purpose of this code is to encourage programming that reflects the principles of community broadcasting; to break down prejudice and discrimination; and to prevent the broadcast of material, which is contrary to community standards.

Moqhaka FM shall not broadcast material which may

• incite, encourage or present for their own sake violence or brutality;

• simulate news or events in such a way as to mislead or alarm listeners; or

• present as desirable the misuse of drugs including alcohol, narcotics and tobacco.

2.2 Moqhaka FM will avoid censorship wherever possible, however, consideration shall be given to the audience; the context; the degree of explicitness; the propensity to alarm, distress or shock; and the social importance of the event.

2.3 Moqhaka FM shall not broadcast material which may stereotype, incite, vilify, or perpetuate hatred against, or attempt to demean any person or group on the basis of ethnicity, nationality, race, chosen language, gender, sexual preference, religion, age, physical or mental ability, occupation, cultural belief or political affiliation. The requirement is not intended to prevent the broadcast of material which is factual, or the expression of genuinely held opinion in a news or current affairs program, or in the legitimate context of a humorous, satirical or dramatic work.

2.4 Moqhaka FM will establish programming practices which protect children from harmful program material.

2.5 Moqhaka FM in observance of privacy laws will

• respect each person's legitimate right to protection from unjustified use of material, which is obtained without an individual's consent, or other unwarranted and intrusive invasions of privacy;

• not broadcast the words of an identifiable person unless: that person has been informed in advance that the words may be transmitted; or in the case of words which have been recorded without the knowledge of the person, the person has subsequently, but prior to the transmission, indicated consent to the transmission of the words; or the manner of the recording has made it manifestly clear that the material may be broadcast.

**News and Current Affairs Programming**

This code is intended to promote accuracy and fairness in news and current affairs programs. News and current affairs programs (including news flashes) programs should:

•provide access to views under-represented by the mainstream media;

•present factual material accurately and ensure that reasonable efforts are made to correct substantial errors of fact at the earliest possible opportunity;

• Clearly distinguish factual material from commentary and analysis;

•not present news in such a way as to create public panic or unnecessary distress to listeners not misrepresent a viewpoint by giving misleading emphasis, editing out of context or withholding relevant available facts.

Indigenous programming and coverage of Indigenous Issues

This code acknowledges Indigenous peoples' special place, and offers a way to demonstrate respect for Indigenous cultures and customs, and to avoid offence with inappropriate words, phrases and actions. When reporting on Indigenous people and issues, stations will take care to verify and observe the best way to respect Indigenous cultures and customs by

• considering regional differences in the cultural practices and customs of Free State

•seeking appropriate advice on how to best respect Indigenous bereavement customs on the reporting of people recently deceased

Broadcasters will seek to involve and take advice from Indigenous, and where possible Indigenous media organisations and/or Indigenous broadcasters, in the production of programs focusing on Indigenous people and issues.

South African Music

South African Music defined as any music composed or performed by a citizen or ordinary resident of SA.

This Code reinforces the community broadcasting sector's reputation as a medium committed to developing and recognising SA composers and/or performers by providing opportunities to have their material broadcast on a regular basis.

The BSA does not require community broadcasters to maintain minimum content levels of SA music. However, given the nature of the community broadcasting sector and its commitment to reflecting the diversity of SA culture and the interests of local communities, it is crucial for a significant proportion of local and SA music, including indigenous SA music, to continue to be broadcast by community stations.

In selecting SA musical items, Moqhaka FM should have regard for the make-up of the community served.

Moqhaka FM will ensure a proportion of the total number of musical items broadcast consist of:

• Not less than 25% SA music items for all community broadcasting licensees except ethnic and classical stations

•not less than 10% SA musical items for ethnic and classical stations3.2 The music requirements cited exclude the use of music in sponsorship announcements and program or station promotions.

Schedule 2

Charter for Programming Advisory Committee

The purpose of the Moqhaka FM Programming Advisory Committee is to assist the Board in managing the programming activity. As such the Committee is empowered to undertake all programming decisions within a framework of delegation provided by the Board as follows:

**Delegated Powers**

**Program Philosophy / Programming Policy –**

Only the Board can make changes to the program philosophy or policy; however the Program Committee is encouraged to continually review and make recommendations to the Board on program philosophy, policy and strategy.

Committee Membership.

1.The Board shall appoint the members of the Committee after seeking expressions of interest from station personnel, subscribers and any other interested parties.

2.The Board shall ensure that the committee membership is balanced in terms of gender, age and representation of the station membership and the broader community.

Committee Operation

The Committee shall abide by all station policies and comply with all reasonable instructions given by the Board.

The Program Director (or Board member overseeing station programming) should preside over meetings of the Committee. In the event that the director does not wish to accept this role, the Committee shall recommend (elect) a Chairperson who is acceptable to the Board. The Committee Chairperson shall not have a second or casting vote.

Meetings of the Committee (like all station meetings) are open to all members – however in the event that a consensus approach to decision-making is not achievable, formal voting rights only reside in those people endorsed by the Board as bona fide members of the Committee. The Committee can meet on any frequency that it decides, however it must meet a minimum of at least once per quarter. Records of Committee meetings should be circulated to all committee members and the Board with a copy published on the station notice-board. A quorum for the Committee shall be half plus one of the endorsed committee members.

**Training**

The Board may delegate responsibility to the Committee for station training and induction from time to time.

**Disciplinary matters**

The Committee is not empowered to implement disciplinary action but can make recommendations to the Board about such matters.

**Expenditure**

The Committee can not commit the station to any expenditure, but is able to make recommendations to the Board as required. Any necessary committee operating costs must be approved by the Board in advance of any spending commitment.

**ROLE OF PROGRAMMING ADVISORY COMMITTEE**

The Board may vary the role of the Committee from time to time, but the generic role of the Committee would include the following:

•to ensure that station broadcasting is adequately resourced and presented in accordance with the legal and ethical requirements outlined in the Act, Moqhaka FM Promise of Performance and any other station policies and practices

•to provide advice to the Board on programming issues, programming policy and development, and any other issues which would further the development of the station in meeting its overall objectives.

As such, the Committee will –

•Consult with relevant stakeholders to determine that the programs delivered on Moqhaka FM meet the needs identified,

•Identify program deficiencies or priorities and delivery of recruiting and training to meet current and future broadcast needs,

•Allocate timeslots to various groups or individuals as it sees fit (in compliance with the above),

•Maintain up to date records of program schedules and participants and communicate these to Sales and Marketing (who are responsible for the Daily Running Sheet) and the Station Secretary (for membership compliance),

•Manage station access and key control as required by participants (i.e. maintain a key register and return of keys issued when presenters leave), as well ensuring internal mailbox labels are maintained,

•Ensure that programs are resourced in terms of co-ordination of presenters and any special needs that they might have,

•Ensure that regular program reviews are undertaken (quality monitoring) and that compliance with station policy in regard to Australian music content , station talk-back policy, station broadcasting and behavioural standards, and

•Ensure that programs are resourced in terms of co-ordination of presenters and any special needs that they might have, Areas of Overlap

• Internal Training

• plan and implement recruiting

• co-ordinate delivery of basic training & induction

• approve competency of trainees

• ensure new trainees receive Station Volunteer Handbook

• ensure new trainees sign Announcer Contract and pay fees

• recommend timeslots to Program Committee

• maintain training manual and trainer teams

• identify advanced training requirements

• organise delivery of such training

**Production/Promotion**

This area should be managed by the Sales & Marketing Committee and ensure that adequate program and station promotion occurs to gain maximum leverage from our broadcast medium. In the event that the Sales & Marketing Committee fails to discharge that function effectively, the Board may ask the Programming Advisory Committee to assist.

**APPROVED:**

Chairperson……………………………………………………………………………………………..

Secretary…………………………………………………………………………………………………..

**Telephone Policy**

**Introduction**

There are no separate rules for talk back radio. A caller is treated like a studio guest. The host (panel operator) is legally responsible for the guests/callers.

**Do not:**

• incite hatred, violence or sedition,

• promote illicit drugs,

• promote excessive use of legal drugs,

• use obscene language,

• promote commercial businesses or interests,

• Defame individuals, organizations, groups, businesses, politicians, religions, cultures, races, etc.

Note: Not mentioning a name does not necessarily protect you from prosecution. If only one listener recognizes who was talked about, and then potentially thinks worse of that person,

• Do not admit to or apologise for defamation. This will only make matters worse!

• Be extra careful when talking about locals, or local businesses.

• Note: Usually, it is not large corporations or federal politicians who take a radio station to court. Most defamation claims come from members of the community. Any costs arising from a defamation claim can be deferred by the station to the host of the offending show.

**Moqhaka FM Talk-back suggestions**

1. Keep interviews short. You may overstretch the attention span of your listeners as telephone interviews are harder to concentrate on (due to poor Talk Back content and quality)

2. Be relevant, stick to the point, don’t waffle

3. Research your subject note down relevant questions

**APPROVED:**

Chairperson……………………………………………………………………………………………..

Secretary…………………………………………………………………………………………………..

**CODE OF CONDUCT**

Discipline is the correct process whereby supervision is an organization that any unacceptable aspects of an employee’s behaviour, where the employee has failed to meet the expected standards as set out in this document and other policies of Moqhaka FM

It is intended that discipline be of a corrective nature with the aim improving behaviour rather than punishment. When the employee is alleged to have contravened Moqhaka FM rules, the disciplinary procedure is used to ensure that all employees are treated and consistently.

**CLASSIFICATION OF OFFENSES**

1. The difference between serious and grave offense lies in the degree to which the offender’s conduct is directed towards destroying, subverting or neutralizing the effectiveness of Creative Bass

2. In considering whether the offence is serious or grave, regards should both be considered to the seriousness and, potential consequences of the conduct towards Moqhaka FM, personnel or property

**GRAVE OFFENSES**

1. Any offense aimed at damaging the integrity of Moqhaka FM, destroying its personnel, members or capacity

2. A person may be charged with the grave offense against Moqhaka FM, if with intent destroys the integrity of Creative Bass, its personnel, members or capacity by:

•Sabotaging activities of Creative Bass

•Impeding its proper functioning

•Cause body harm, including rape or attempt

•Spread misinformation in order to turn communities against the Moqhaka FM, breach of confidentiality

•Sexual assault, harassment and, abuse of women and children

**SERIOUS OFFENSES**

Any violation of the principles of Moqhaka FM and standard of behaviour expected members, which seriously threatens the safety, property or reputation of Moqhaka FM or which impedes the proper functioning of Moqhaka FM or causes disunity or demoralization of the members or staff.

A person shall be charged with serious offense against Moqhaka FM if:

•Deliberately destroys and behaves dishonestly in relation to property or stealing

•Behaving corruptly in seeking or accepting any kind of bribes of performing or non-performance of tasks

•Engage in abuse of office to obtain undue advantage

•Dealing in and abuse of drugs

•Provoking serious division and breakdown of unity

•Persistently and without cause undermine the respect for or impede the functioning of the structure

•Engage in organized factional activity that goes outside the normal and norms of free debate, and therefore threatens unity

•Drunkenness

•Aggressive and disrespectful

**OTHER OFFENSES**

In addition to all forms of misconduct, a person may be charged with violation of disciplined for:

•Rowdy and aggressive behaviour

•Gossiping to set members against each other

•Carelessness and unauthorized use of organization property

•Sexual harassment

**SCHEDULE OF PENATLIES**

Should one be found guilty of serious or grave offense, a violation of discipline or abuse of organization rules, one shall be liable to:

•Reprimand

•Written warning

•Compensation

•Demotion

•Corrective measures

•Suspension

•Expulsion

**SCHEDULE OF OFFENSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFENSE** | **DESCRIPTION** | **1ST** | **2ND** | **3RD** |
| Absent without leave | Up to 3days | Written warning | Final written warning | Dismissal |
| Absent without leave | 4-7days | Final written warning | Dismissal |  |
| Absent without leave | 10days | Dismissal |  |  |
| Fraud | Where sufficient evidence exist | Dismissal |  |  |
| Acts of violence | In and outside work | Dismissal |  |  |
| Forgery | Alterations | Final written warning | Dismissal |  |
| Poor time keeping | Consistently late for work | Written warning | Final written warning | Dismissal |
| Gross insubordination | Defiance of order given by superior | Final written warning | Dismissal |  |
| Negligence | Loss of organization | Final written warning | Dismissal |  |
| Malicious damage | Wilful damage to property of organization | Dismissal |  |  |
| Drugs/alcohol | Consumption resulting in inefficiency and neglect of duties | Dismissal |  |  |
| Sleeping on duty | Final written warning | Dismissal |  |  |
| Sexual harassment | Final written warning | Dismissal |  |  |
| Rape | Sexual assault | Dismissal |  |  |
| Breach of confidentiality | Disclosure of information | Final written warning | Dismissal |  |
| Failure to improve work | Up to 3 months | Final written warning | Dismissal |  |
| Gossip | Set member against each other | Verbal warning | Final written warning | Dismissal |
| Assault | Physical attack | Dismissal |  |  |
| Plagiarism | Plagiarism | Dismissal |  |  |
|  |  |  |  |  |

**FURTHER EXPECTED BEHAVIOUR OF EMPLOYEES:**

* To be loyal and enhance the reputation of Moqhaka FM
* To assist in keeping the grounds and buildings clean
* To be courteous at all times
* To maintain standards of personal and environment hygiene
* To work to the full potential to achieve excellence
* To not discrimination on gender, race or religion

**THE RIGHTS**

* Proper procedures shall be followed in all disciplinary hearing
* Rights of volunteers shall be upheld and respected
* Any person faced with disciplinary hearing shall receive due notice stating nature of offense, venue of hearing, date and time and panel.
* All disciplinary proceedings shall be attended to as speedily as possible
* Any person found guilty has a right, within a reasonable period of 30 days to appeal against conviction of sentence, in writing to the Board

**MOQHAKA FM ANNOUNCERS AGREEMENT**

I …………………………………………………………………………………………, (full name of announcer)

of ……………………………………………………………………………………………………………. (address) accept the role of a broadcaster on Moqhaka FM and agree to the following:

1. To abide by the constitution of the Moqhaka FM.

2. To abide by the station code of ethics and community broadcasting Codes of Practice.

3. To abide by station policies, practices and procedures.

4. To present programs at the appointed time and to make appropriate arrangements if this is not possible.

5. To ensure that all scheduled announcements and segments are broadcast as scheduled and to enter the time of broadcast and signature on the running sheet as evidence of such announcement broadcast.

6. To not broadcast any unauthorised sponsorship announcements and to provide a copy to the Marketing Director prior to broadcast of any community announcements or sponsorship announcements, and not broadcast these until management approval is given

7. To provide summary forms as required (eg. APRA surveys, etc)

8. To never incur expenditure on behalf of Moqhaka FM without prior Board approval

9. To use all station equipment in a responsible manner and to protect such equipment from damage.

10. To undertake some voluntary work for Moqhaka FM in addition to my program. Such work to be performed in any 12 month period and be negotiated with station management.

In addition, by my signature below, I acknowledge that:

• My program timeslot belongs to Moqhaka FM and that the station has the right to alter program schedules as it sees fit,

• In order to maintain security and protection for personnel and equipment, I may be under video surveillance whilst on station premises,

• I have a basic understanding of the role and objectives of Moqhaka FM and the community broadcasting sector in general, and

• I have received adequate training and induction to commence broadcasting and understand the legal obligations I have as a broadcaster.

I also understand that this agreement shall continue to have effect until it is replaced by a new agreement or if I cease to occupy a broadcasting position at Moqhaka FM for more than twelve months.

Announcer’s Signature …..……………………………………….. …………………………………………………………………….

Date…………………………………………………………………………………………………………………………………………………..