**Policy 2020**

**POLICY ON HUMAN RESOURCE DEVELOPMENT (Skills Development)**

7. POLICY ON HUMAN RESOURCE DEVELOPMENT (Skills Development)

- All staff is entitled to 20 working days for skills development after being in the employment of KCRS FM for one year.

If needs be, the Station Manager can decide to increase the number of days for skills development.

The Station Manager can authorize training for staff if she/he has not been in KCRS FM's employment for one year.

The staff member and Station Manager will negotiate the time for the training that would be suitable for both the employer and employee.

2.

KCRS FM will strive, at all levels, to educate and inform our listeners, staff, volunteers and Board members regarding HIV/AIDS.

KCRS FM will also strive, through its staff, volunteers and Board members, to educate and inform our listeners regarding all aspects of HIV/AIDS

KCRS FM's induction program for all new volunteer and staff, should include a section on HIV/AIDS as part of the induction process. All new volunteers and staff should be informed about KCRS FM's HIV/AIDS policy

3.

RECRUITMENT

KCRS FM will guard against discriminating against applicants that are HIV positive or that have full-blown AIDS during the recruitment process.

KCRS FM will guard against requesting applicants to declare their HIV/AIDS status

Arrangements can be made for additional sick leave with the Station Manager and the Board in cases of serious illnesses, of which HIV/AIDS is a part.

Shorter working days can be negotiated between the Station Manager and the employee in cases of serious illnesses, where it affects the productivity of the staff member

4.

POLICY ON HIV/AIDS

HIV / AIDS have reached pandemic proportions in the world, with Africa being the mostly affected, especially South Africa. With such a high percentage of HIV positive people living in Southern Africa, it is important for all employers to have an AIDS / HIV policy. With KCRS FM’s strong radio campaign to educate and inform our listeners regarding HIV/AIDS, as well as breaking the myths that exist regarding this, an HIV/AIDS policy becomes imperative for KCRS FM.

**POLICY ON PROGRAMMING**

PROGRAMMING FORMAT

Our programmers will come in the form of talk shows, music, interviews, and documentaries. We shall also broadcast pre-recorded material from various institutions, such as IDASA, ABC ULWAZI, and WORKERS WORLD RADIO PRODUCTION

* We shall also receive live feed-in programmers through satellite and world space from SACRIN, which is facilitated by NCRF

PROGRAMMING CONTENT:

KCRS FM will strive to have 60% talk and 40% music On-air. These percentages will be maintained in all programs, with the exception of music driven programs.

KCRS FM will strive to have 70% locally produced programs, including music.

To ensure that the local content is upheld, KCRS FM will ensure that it’s training program consistently train volunteers as producers to ensure that there is a pool of producers that are producing local programs

KCRS FM will strive, through its selection and training program, ensure that at least 50% of the presenters are women

GENDER POLICY IN RELATION TO ON-AIR

KCRS FM promotes a gender friendly environment.

At least 50% of all on-air presenters must be women, in order to promote women voices on air. All presenters and producers will seek out the voices of women for interviews

Women will be represented as positive role-models on air, and not be represented in a marginalized way

LANGUAGE

* KCRS FM shall promote a multilingual culture by exposing our listeners to different languages, be it in spoken word or in music. KCRS FM will broadcast in nine official languages (9) most spoken languages of the Nkangala community, i.e. English, isiZulu, Northern Sotho, isiNdebele, siSwati, Xitsonga, isiPedi, Xhosa and Afrikaans all this language will differ in percentage. Producers and listeners will be allowed to speak in the language of their choice and accent of their choice and KCRS FM will strive to do translations at all times in order to prevent the exclusion of listeners. Swearing is not allowed on air, be it in spoken word or in music, except if used in the context of demonstrating a point. If swearing is used in this instance, a warning should be made before and during the program. KCRS FM will discourage our on-air guests from using swearing as a means of expression.
* No sexist language, racial or xenophobic labels will be used on air. If this is found, the relevant person will be suspended until a disciplinary hearing.

POLICY ON KCRS FM NEWS

KCRS FM news will at all times strive to do the following: It should seek the truth and report it. It should minimize harm. It should be accurate. It should be fair. It should be gender sensitive. It should be accountable. News will be prioritized in the following order: local, provincial, national, and international. KCRS FM news bulletins will consist of a Lead story, Secondary stories, Sports and Weather. The sound of KCRS FM news will be informative, objective, factual, clear and accurate. It will avoid jargon at all times. KCRS FM will strive to have 60% local news, 20% provincial news, 10% national news and 10% international news. KCRS FM's news bulletins will be produced and read in the following language: Xhosa, N Sotho, isiZulu, isiNdebele, siSwati, Xitsonga and Sepedi. KCRS FM's news will be free from Xenophobia or Religious labels KCRS FM will promote positive news, and will strive to promote positive South African role models The news bulletins will be broadcasted hourly from 6:00 am till 17:OOpm. KCRS FM will strive to extend the bulletins until 23:00 during weekdays. The duration of bulletins will be a minimum of five (5) minutes and a maximum of five (10) minutes. All newsreaders will undergo training in news reading before being allowed to read the news.

POLICY ON THE USE OF MUSIC AT KCRS FM

* As the music plays an important role in creating a distinctive sound for any station, all play listings will adhere to the following policy At least 40% of all music played should be local, i.e. South African artists. The other 60% can be divided between Continental and International music. KCRS FM will strive, as far as possible, to promote artists that have not yet recorded CD's using their demo's process. No one is to take his or her own music into the studio without the Permission of the Music Officer. This will clarify ownership and broadcasting quality.
* All music (CD's, cassettes and vinyl) is the property of KCRS FM, and should not be removed from the station's premises, except for the use of KCRS FM activities off the premises. To do so is a serious offence.

USE OF FOREIGN PROGRAMMES

Definition: Foreign programmers are programmers that are produced outside South Africa by other radio stations or individuals e.g. Radio France International, Voice of America and Radio Netherlands KCRS FM may receive these programs in various formats, be it cassette, CD, mini-disk or via satellite.

KCRS FM will strive, through its training programmers, to create a situation where there is no need for the use of programs from foreign agencies. Until such time, foreign programmers will not exceed 30% of KCRS FM's total programming for that day. This 30% do not include the use of foreign music, except where it is used as part of a programmed. All programmers will be listened to, and approved of, by the programming department to ensure that it is relevant and that the quality is of a high standard, with the exception of satellite programmers.

USE OF SATELLITE PROGRAMMES

Definition: Satellite programs are programmers that are broadcast via satellite. These programmers can be KCRS FM's, or foreign, or locally produced.

The programming department or staff member on duty will have the authority to stop a program me in case of poor quality or if the program content is irrelevant to our listeners.

Satellite programmers will be aired immediately.

SELECTION PROCESS OF PROGRAMMES TO BE AIRED

The programming department will receive all programmers, advertisements, live-reads and competition requests. The following criteria will be used to determine the suitability of programmers for our listeners:

* that it should be of a broadcast quality,
* be relevant to our community,
* And it does not compromise the Station's aims and objectives.
* If the program meets with our criteria, it will be labelled, catalogued and scheduled for playing on air.

Once a program 1 have been played, it can only be rescheduled for airing after six (6) months, except in special circumstances such as commemoration days. If the program me does not meet our criteria, it will be labelled and stored for six months, during which it will be available for other community radio stations. If no other community radio station is interested in the program me, it will be discarded.

SYNDICATION OF PROGRAMS

Definition: Syndication of programs is when KCRS FM programs are made available to other radio stations to be aired with their station's ID.

KCRS FM wills at times, make relevant programs available to other community radio stations.

The recipient community radio station agrees to use the full program without editing any part thereof. The recipient community radio station agrees that the copyright of the program remains with KCRS FM. The recipient community radio station agrees that KCRS FM will be credited for the program by using the words: “this program was produced by KCRS FM broadcasting on 92.8 MHz FM in the Mpumalanqa Province and surrounding areas.

PROCESS FOR PRESENTERS TO GET ON AIR

All presenters will first go through the process of selection as a volunteer.

After the training program, the volunteers may fill in a program proposal form.

The programming committee will meet to assess the feasibility of the program, as well as do a voice test for the potential presenters

If the programming department accepts the programming proposal, the potential presenters might have to undergo further training

The programming department will identify the date for the start of the program.

PROGRAM AND THEMES

Programs will be reviewed after each AGM, following input from the community audience.

The theme is for opening a program and for identifying it.

Each program should have one theme, even when it is broadcast more than once per week.

It is acceptable for presenters to mention their name in the program promo and theme but not give their name more weight than the program content.

SUBSTITUTION POLICIES

If a person is unable to do a regularly scheduled program, that person must attempt to find a suitable substitute. If the substitute is found the presenter must notify the Programming Manager.

If the presenter cannot find a substitute, the Programming Manager must be notified six hours in advance. If the Programming Manager is not available, the Station Manager must be notified.

The substitute presenter must not alter the theme, content or style of the program but act as substitute presenter.

If the station has cause to go off air, all scheduled programmers are required to report to the station unless notified otherwise by the Station Manager.

SEASONS FOR PROGRAMS

All programs will strive to have a production team of not less than three

(3) People, and not more than ten (10)

The station will not air programs that are produced by an individual.

All volunteers in the production team do not have to be on-air presenters

All programs will have the following seasons: Trial period of one (1) month, Development period of three (3) months, and a Full season of

12 months (one year).

During the Trial period the program will be assessed for its relevance to our listeners, content of the program, punctuality of presenters, the existence or establishment of the production team, further training needed for the production team and the participation of women in the program. If the criteria is not met, the program may be discontinued, or another production team may be appointed by the Programming Department to produce the program, in consultation with the Station Manager

During the Development period of the program, the members of the production team will be given further training if the need arise. If the programming department is not satisfied with the development of the program, it may be discontinued or another production team may be appointed by the Programming Department, in consultation with the Station Manager

KCRS FM has the right to discontinue any program at any time

At the end of a season, no guarantee exists that a program will be continued, or that the production team will be re-appointed KCRS FM will accept any complaint from a member of the general public or staff in writing. The Station Manager will be responsible for calling a meeting of the review committee.

REVIEW COMMITTEE

The review committee will consist of:

One member from the KCRS FM Board. KCRS FM Station Manager

KCRS FM Programming Manger

KCRS FM Human Resources Manager

ONE OF KCRS FM's Presenters Representative.

If the incident is serious enough to jeopardize the station's license or is cause for dismissal, the Management Committee may immediately suspend the presenter. The suspension will continue until the incident is resolved.

The Station Manager and the Programming Manager will request a written report from the programmer / presenter in question to establish their perspective of the incident. This report should be submitted no later than a week after the request from the Station Manager or Programming Manager. If the programmer I presenter fail to respond their suspension may be made permanent.

The purpose of the review committee shall be to:

Review the complaint letter(s), and the presenter's incident report against KCRS FM's Program policy.

Address the complaint(s).

Develop a chronology of events.

Recommend sanctions if necessary.

Recommend to the Station Manager and Board of possible improvements in handling such incidents.

Recommend to the Station Manager and Programming Manager possible improvements to be made in the programming policy. Telephonic complaints will be requested to be presented in writing and send it to the station. However the complaint will be recorded in complaints book.

The Station Manager will then review the recommendations of the review committee with the Chairperson of the Board. The Chairperson will make determination, which can then be appealed to the whole Board.

The results of the program complaint should be made in writing to all affected parties as well as interested parties requesting information. A promo encouraging written complaints addressed to the station will be played at least twice a day.

POLICY ON COMMUNITY PARTICIPATION

Community participation is crucial to the existence of community radio KCRS FM will strive to ensure community participation in all levels of the organization.

Open Forums, consisting of staff, volunteers, presenters, directors and members of the community will take place at least once every three (3) months at a date, time and venue determined by KCRS FM. Alternative to the above, Programs will be reviewed after each AGM, following input from the community audience.

A programming committee will be set up by KCRS FM to look at programming content and programming applications.

COMPETITIONS

The Station Manager or the Programming Department will negotiate all competitions.

Competitions will only be run if accompanied by advertising that is equivalent to the time spent on running the competition

POLICY ON STUDIO USAGE

The studio must be kept clean at all times.

No foods or drinks may be taken into the studios. No smoking is allowed in the studios.

It is necessary to book the studio at least 48 hours beforehand. A booking must be made through the relevant staff member. The person using the studio needs to have the relevant training before having access to the studios. If they do not have the necessary training, they will be supervised and assisted by a technician or another staff member.

In event of the studios being used by outside organizations / individuals, an KCRS FM technician or staff member must be present at all times. The outside organization I individual will be charged for the time of the KCRS FM technician or staff member. KCRS FM productions and studio work take priority over all other productions. The Station Manager or Program Manager will decide upon the priority of the productions.

Payments for the studio usage are according to KCRS FM rates.

POLICY ON ADVERTISING

Definition — Advertising is a paid promotion by a company or organization that advertises a particular event or product, or advertises the services of the particular organization or company. The advertisement is normally shorter than one minute. The costs of advertising will be determined by the Station Manager and will be increased annually.

Special rates will apply for community organizations and Small, Medium and Macro Enterprises (SMME's)

Live reads will only be allowed in the case of advertising a SMME or its product, and if the advertising is for one week or less. Political advertising will only be allowed during elections period as identified by the Independent Electoral Commission (IEC). KCRS FM do not accept advertising for tobacco, alcohol or gambling

Advertising that is discriminating on the basis of gender, race, xenophobia or religion will not be accepted

KCRS FM reserve the right to reject an advertisement if it breaches any clause in our constitution, if it's racist, sexist or culturally biased or if we feel that it might offend our listeners.

KCRS FM will adhere to the South African Standards Authority's Advertising Code of Conduct.

POLICY ON SPONSORSHIP

Definition — Sponsorship is where a company or organization sponsored a timeslot longer those 3 minutes to advertise their company or organization and its services and products. The sponsored time will have an opening and closing billboard. KCRS FM will hold the editorial control over the content, and will have the right to stop any program being broadcast if it is racist, sexist or culturally biased

In the case of a program promoting the work / cause of the sponsor, the sponsor will have the right to make input into the content of the program

All costs of sponsorship will be determined by the Station Manager or the Marketing and Public Relations Manager, in consultation with the Station Manager

KCRS FM will not accept sponsorship from organizations or companies that promoting the use of alcohol or tobacco, or gambling.

COMMUNITY ANNOUNCEMENTS

Definition: Community announcements are announcements that promote an activity of organizations such as schools, tertiary institutions, NGO's or CBO's.

The Programming Manager will determine the broadcasting time of community announcements.

MANAGEMENT PLAN FOR SURPLUS FUNDS

Our surpluses will be ploughed back to the community through the Following;

* Offer better payments and stipends to the employees and volunteers respectively.
* Further develop and well-equip our Media Public Library.
* Establish a Media Multi-purpose Centre.
* Establish, or co-opt, or support other community-based projects, which seek to be of benefit to the community.