

Coast Community Broadcasters Inc.

Trading as



todayscountry94one

SECURITY POLICY

Policy number	20	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 20 2020
Responsible person	Colin Links	Scheduled review date	April 2021

INTRODUCTION

The policy of todayscountry94one is that no todayscountry94one property may be removed from todayscountry94one premises or designated storage places without the permission of chair. Where the station secretary has a substantial reason for believing that a volunteer has removed todayscountry94one property or is in possession of todayscountry94one property, an investigation into the matter will be conducted.

The procedure for investigating the removal or possession of todayscountry94one property is as follows:

- Ask the volunteer to explain the incident.
- The volunteer involved will then be asked whether they agree to an interview if explanation is not satisfactory;
- The volunteer may ask for the attendance of a nominated person, to be present at the interview;
- If the volunteer agrees, they will be asked whether they have any knowledge about the missing item(s);
- The volunteer will be asked to give consent to the search of their possessions;
- Under no circumstances shall a volunteer be subject to physical or body contact or body search by a person of official board authority of the station.
- If a volunteer does not co-operate in the security process and / or by a person of official board authority of the station on reasonable grounds believes that the volunteer has committed an offence, the police may be called and the volunteer supervised until the police arrive;
- If a volunteer is convicted of an offence by police, that volunteer may also be subject to disciplinary action, including dismissal.
- If, after an investigation, it is found that a volunteer has removed todayscountry94one property without permission or has been found in the possession of todayscountry94one property without permission, then disciplinary action will follow.

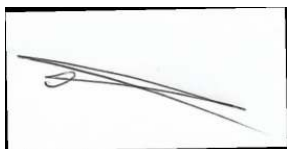
AUTHORISATION



Secretary

January 20 2020

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Colin Links

Chairman

January 20 2020

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