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## **INTRODUCTION**

*Welcome to the Pacifica Foundation!*

We are glad you have joined us a volunteer. Founded in 1949, the Pacifica Foundation has licensed and operated non-commercial radio stations in major US metropolitan areas dedicated to peace, justice and increasing understanding about the causes of conflict. We strive to contribute to the democratic process through public discourse and promotion of culture. Un beholden to commercial or governmental interests, we recognize that use of the airwaves is a public trust.

Pacifica has played a unique role in American media. We have broken pivotal news stories and brought issues and artists to the spotlight that may have been overlooked. The Pacifica Network includes five sister stations in New York, Washington DC, Los Angeles, Berkeley, and Houston along with many affiliated independent radio stations throughout the United States. We broadcast via satellite and Internet and have one of the most extensive and important sound archives in the world.

This handbook describes the basic terms and conditions of working with the Pacifica Foundation. Volunteers are expected to read this handbook carefully, and to know and understand its contents. Pacifica reserves the right to make changes to this handbook (see Handbook Revisions, below). Volunteers are responsible for knowing about and understanding those changes once they have been distributed.

This handbook is the property of Pacifica Foundation, and it is intended for the personal use and reference of Pacifica volunteers.

## **HANDBOOK REVISIONS**

Pacifica reserves the right to make changes to this handbook and to any policy, practice, work rule, or benefit, at any time. Except as otherwise provided in this handbook, no one has the authority to make any promise or commitment contrary to what is in this handbook.

This handbook replaces all earlier handbooks and supersedes all prior policies, practices, and procedures.

If, pursuant to federal or state law, any provision of this Employee Handbook shall be found by a court of competent jurisdiction to be voided, all of the other provisions of this Employee Handbook shall remain in full force and effect.

## **EQUAL EMPLOYMENT/DIVERSITY**

It is Pacifica's policy to provide equal employment opportunity for all. Pacifica does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, family care status, military caregiver status, veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by local, state, or federal laws. When necessary, Pacifica also makes reasonable accommodations for disabled volunteers and for pregnant volunteers who request an accommodation for pregnancy, childbirth, or related medical conditions.

## **AFFIRMATIVE ACTION**

Pacifica is committed to affirmative action. Pacifica has an affirmative action plan on file in the National Office. Overall responsibility for affirmative action planning and implementation is assigned to the Executive Director of the foundation.

## **VOLUNTEERS WITH DISABILITIES — AMERICANS WITH DISABILITIES ACT (ADA)**

In accordance with the ADA, any handicapped or developmentally disabled volunteer who requires an accommodation in order to perform essential work functions should contact their Unit General Manager or the National Office to request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job and with respect to such accommodation, the volunteer may be asked to submit supporting documentation from a medical practitioner. Pacifica will look into and identify the barriers that make it difficult for the volunteer and possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Pacifica will make the accommodation.

If a volunteer believes they have been subjected to any form of unlawful discrimination due to a handicap or developmental disability, a written complaint must be provided to the Unit General Manager and the National Office as soon as possible. The complaint should be specific and include the names of individuals involved and the names of any witnesses. Pacifica will undertake an effective, thorough and objective investigation to resolve the situation. If Pacifica determines that unlawful discrimination has occurred, remedial action will be taken, commensurate with the severity of the offense.

## **PERSONNEL RECORDS**

In order to obtain your position, you provided us with some personal information, such as your address and telephone number. This information is contained in your confidential personnel file.

Please keep your personnel file up to date by informing us of any changes. Also, please inform your Unit General Manager of any specialized training or skills you may acquire in the future. An “out of date” emergency contact or an inability to reach you in a crisis may be extremely problematic.

## **EVALUATIONS**

All broadcasts will be reviewed periodically. The Unit General Manager or a designated representative will seek input from others familiar with the volunteer's work product.

## **TRAINING**

To develop their skills, volunteers are encouraged to take courses and engage in professional and community activities. A Unit General Manager may recommend and approve full or partial payment of fees for workshops, conferences and other training experiences provided such training is Pacifica-related, considered to be a special or needed benefit to the individual's work with Pacifica, and part of the priorities of Pacifica. Training is provided as funding is available. Payment or reimbursement will be conditioned upon proof of attendance and satisfactory completion of the course or program. Cost is always a factor in deciding whether or not to approve the payment of fees for workshops, conferences and other training. All reimbursements for workshop expenses, training tuition and incidental expenses must be approved in advance by the Unit General Manager.

## **PACIFICA TRAVEL**

Travel expenses that may be reimbursed by Pacifica include: airfare, train fare or gas mileage, whichever is more cost effective, to be paid at the least expensive fares; volunteers wishing to travel at higher rates shall cover the difference. Lodging will be provided in moderately priced hotels/motels. All travel reimbursements for travel and lodging and incidental expenses must be approved in advance by the Unit General Manager. Invoices/receipts must be provided.

## **LACTATION ACCOMODATION**

Lactation accommodations shall provide a reasonable break time to accommodate an individual desiring to express breast milk for an infant. Pacifica will make reasonable efforts to provide the use of a remote location, in close proximity to the work area for the purpose of expressing breast milk in private. Should you require lactation accommodations, please advise the Unit General Manager so that accommodations may be made.

## **SAFETY**

### **Trips and Falls**

If someone trips, falls or slips on the premises, this must be immediately reported to the Unit General Manager or their designated representative. This is required so that the hazard may be ameliorated and also for proper handling of any resulting insurance claims.

## **NATURAL DISASTERS**

In the event of a natural disaster such as earthquake, fire, explosion, etc., Pacifica may be closed if a building is damaged or highways leading to a building are damaged. For instructions on reporting to another location, contact the National Office immediately.

## **ANIMALS**

With the exception of service animals, animals of all kinds are prohibited in the workplace without the affirmative permission of the Unit General Manager. This policy applies equally to all volunteers and visitors.

## **SMOKING**

Tobacco smoking is prohibited throughout the workplace. This policy applies equally to all volunteers and visitors subject to state and local laws.

## **DRESS AND GROOMING STANDARDS**

While Pacifica has no formal dress code, it expects all volunteers to dress in a manner consistent with good hygiene. Please be aware of the needs of people in the workplace who suffer environmental diseases or who are highly sensitive to perfume, after-shave, scented body cream, etc.

Nothing in this dress code is intended or should be construed to violate, restrict or discriminate against any volunteer's sex, gender, gender identity or gender expression. If any volunteer believes their rights based upon sex, gender, gender identity and or gender expression are being restricted or violated in some manner, please contact your Unit General Manager so these concerns can be addressed.

## **CLEAN WORKSPACE**

All volunteers are expected to keep their work space tidy and clean.

## **VISITORS IN THE WORKPLACE**

All volunteers are responsible for the conduct and safety of their visitors. If an unauthorized person is observed on Pacifica premises, volunteers should immediately notify a supervisor or, if necessary, direct the individual to leave.

## **TECHNOLOGY USE AND SECURITY**

Pacifica provides various technology resources to authorized volunteers to assist them in performing their duties for Pacifica. Each volunteer has a responsibility to use Pacifica's technology resources in a manner that increases productivity, enhances Pacifica's public image, and is respectful of other volunteers. Failure to follow Pacifica's policies regarding technology resources may lead to disciplinary measures.

### **Technology Resources Definition**

Technology Resources consist of all electronic devices, software, and means of electronic communication including any of the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; mobile phones; personal organizers and other hand-held devices; pagers; voice-mail systems; and instant messaging systems.

### **Authorization**

Access to Pacifica's technology resources is within the sole discretion of Pacifica. Generally volunteers are given access to Pacifica's various technologies based on their work functions.

### **Use**

Pacifica's technology resources are to be used by volunteers only for the purpose of conducting Pacifica operations. Volunteers may, however, use technology resources for the following incidental personal uses as long as such use does not interfere with work functions, is not done for pecuniary gain, and does not conflict with Pacifica's operations.

- 1) To use the telephone system for brief and necessary personal calls
- 2) To send and receive necessary and occasional personal communications
- 3) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
- 4) To access the Internet for brief personal searches and inquiries provided that volunteers adhere to all other usage policies.

Pacifica assumes no liability for loss, damage, destruction, alteration, receipt, transmission, disclosure, or misuse of any personal data or communications transmitted over or stored on Pacifica's technology resources. Pacifica accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voice-mail communications or any personal data stored on any Pacifica technology. Pacifica strongly discourages volunteers from permanently storing any personal data on any of Pacifica's technology resources.

### **Prohibition Against Harassing, Discriminatory and Defamatory Use**

Pacifica is aware that volunteers use electronic mail for correspondence that is less formal than written memoranda. Pacifica does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by state and federal laws. Under no circumstances shall volunteers use Pacifica's technology resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could adversely affect any individual, group, or entity.

### **Prohibition Against Violating Copyright Laws**

Volunteers shall not use Pacifica's technology resources to copy, retrieve, forward, or send copyrighted materials unless the volunteer has the author's permission or is accessing a single copy only for the volunteer's reference.

### **Other Prohibited Uses**

Volunteers shall not use Pacifica's technology resources for any illegal purpose, in a manner contrary to the best interests of Pacifica, in any way that discloses confidential or proprietary information of Pacifica or third parties, or for personal or pecuniary gain.

## **PACIFICA ACCESS TO TECHNOLOGY RESOURCES**

All messages sent and received, including personal messages, and all data and information stored on Pacifica's technology resources (including on its electronic mail system, voice-mail system, or computer systems) are Pacifica property regardless of the content. As such, Pacifica reserves the right to access all of its technology resources including its computers, voice-mail, and electronic mail systems, at any time, in its sole discretion. No volunteer has authority to waive, vary or amend Pacifica's right to access its technology resources.

### **No Reasonable Expectation Of Privacy**

Although Pacifica does not wish to examine the personal information of its volunteers, on occasion, Pacifica may need to access its technology resources including computer files, electronic mail messages, and voice-mail messages. Pacifica may monitor its technology resources at any time in order to determine compliance with policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other operational purpose.

### **Passwords**

Certain of Pacifica's technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any volunteer of Pacifica. Volunteers are expected to maintain their passwords as confidential. Volunteers must not access co-workers' systems without express authorization. All passwords must be divulged to Unit General Managers or National Office staff upon request.

## **Deleted Information**

Because Pacifica periodically backs up all files and messages, and because of the way in which computers reuse file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore volunteers who delete or erase information or messages should not assume that such information or messages are confidential or ever were confidential. If a legal dispute arises, or may arise in the future, it may be unlawful to attempt to delete or erase certain information.

## **The Internet And On-Line Services**

Pacifica provides authorized volunteers access to online services such as the Internet. Pacifica expects that volunteers will use these services in a responsible way. Under no circumstances are volunteers permitted to use Pacifica's technology resources to access, download, or contribute to Internet sites that contain inappropriate content such as that which is discriminatory, illegal, harassing, defamatory, obscene, indecent, threatening, or that otherwise could adversely affect any individual, group, or entity. Volunteers are also responsible for using shared computer resources safely and not downloading malware, viruses or trojans that can damage equipment. Training is available on how to use computers safely from unit technical staff. Repeated mis-use of equipment is grounds for removal of access privileges. Pacifica strongly encourages volunteers who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts that are unaffiliated with Pacifica, and to use such accounts at home on their own personal computer without making any reference to Pacifica.

## **Electronic Mail Guidelines**

Volunteers are expected to use good judgment with respect to use of electronic mail ("e-mail"). While e-mail provides an easy manner with which to communicate, it is not appropriate to say in an e-mail something that would never be said in person or in formal correspondence. All volunteers should adhere to the following with respect to use of e-mail:

Always ask before sending an e-mail if it is the appropriate medium of communication. When communicating about a sensitive subject, consider whether e-mail is the appropriate medium or whether using the phone rather than e-mail might be more appropriate

Use the "front page" test. Assuming that e-mail is the appropriate medium of communication, each e-mail should be treated as a formal written document. Do not write anything in an e-mail that could not be printed on the front page of the website.

E-mail is part of the workplace environment. E-mail containing rude and insensitive comments is not only personally embarrassing, but also may serve as the basis for legal liability. Volunteers should exercise the same care and sensitivity in communicating via e-mail as they would communicating in person or in traditional forms of writing. Offensive e-mail received from others should not be forwarded, and the recipient should ask the sender to refrain from sending inappropriate e-mail.

Provide context. As with other forms of communication, there is a risk that an e-mail message may be taken out of context. To reduce the risk that the message will be taken out of context, consider including the original message to which the reply e-mail relates.

Know your audience. When sending an e-mail, always double-check to whom the e-mail is addressed, especially when using the "reply to all" button. Ask whether it is appropriate for each addressee to receive the e-mail and whether sending the e-mail to a particular addressee will result in the unauthorized disclosure of confidential information. If in doubt, remove the doubted addressee.

Volunteers should understand that, if there is any concern that a court hearing a dispute involving Pacifica and a third party may require producing one's hard drive from his or her home computer, he or she should not use a home computer for Pacifica purposes. E-mail relating to Pacifica operations, even though stored on a home computer, is recoverable and discoverable in litigation. .

### **Blogging Policy**

The following policy is intended to set forth the terms of Pacifica's policy on volunteer use of blogs and other interactive websites. This policy covers volunteers creating, posting, commenting, or uploading to any Internet website, any non-Pacifica external site, such as media sites, chat rooms, bulletin boards, newsgroups, discussion groups, non-Pacifica email groups, personal websites, video sharing sites, picture sharing sites, dating sites, and social networking sites (e.g. MySpace, Facebook, Twitter, etc.), whether or not such sites are set to private. Failure to follow Pacifica's blogging policy may lead to disciplinary measures.

Volunteers are free to create or participate in non-Pacifica social media sites and other forms of online publishing and discussion, provided that such participation does not violate any Pacifica policies, is not detrimental to Pacifica's best interests and does not interfere with the volunteer's regular work functions. If a volunteer's work function is being adversely affected by time spent blogging, the volunteer may be subject to discipline.

Volunteers blog/post at their own risk and are personally and legally responsible for their postings and online comments. Pacifica will not assume any liability or risk for a volunteer's blogging or posting online. The following are illustrative of the types of relevant laws implicated by blogging, but are not intended to be comprehensive: privacy, libel, defamation, harassment, copyright, data theft, disclosure of material non-public information, and disclosure of confidential or trade secret information.

When posting in an online forum, if the blog in any way identifies Pacifica or discusses Pacifica or its operations, a volunteer should identify himself or herself as a volunteer, speak in the first person, and make it clear that what is being said is representative of personal views and opinions and does not necessarily reflect the views and opinions of Pacifica. In no way may volunteers represent or suggest that their opinions or positions are endorsed by Pacifica or any of its managers or employees. In addition, volunteers should not re-publish postings or statements of other volunteers or Pacifica employees without making the same disclaimer that the views expressed do not reflect the positions, strategies or opinions of Pacifica.

Volunteers must always be in compliance with Pacifica's policies regarding non-disclosure of proprietary, confidential and personal information, especially on non-Pacifica blogs. Accordingly volunteers are prohibited from revealing, or making any reference to, any proprietary or confidential information, Even vague or disguised references to such

information could violate Pacifica policies and applicable laws. Volunteers also must respect copyright and fair use laws when posting. Additionally never identify a Pacifica client, partner, vendor, supplier or affiliate by name, and never discuss the confidential information of a Pacifica client, partner, vendor, supplier or affiliate online.

Volunteers are prohibited from using Pacifica logos, trademarks or other intellectual property or adding a link to Pacifica's website without Pacifica's written permission. Pacifica monitors the use of its name, copyrights, trademarks, website, and other information on the Internet. Volunteers likewise may not post any content that is harassing, discriminatory, defamatory, threatening, disparaging, libelous or otherwise illegal or injurious.

Failure to adhere to Pacifica policies regarding blogging and online postings will be considered grounds for discipline. Any inappropriate bloggings and/or postings that violate these guidelines should be reported immediately.

### **EQUIPMENT**

Studio and office equipment is essential to Pacifica's work. Equipment is expensive and may be difficult to replace. Please notify the Local Chief Engineer or Unit General Manager if any equipment or tools appear to be damaged. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action.

### **MOBILE DEVICE POLICY**

Pacifica prohibits the use of all hand-held mobile devices including telephone, data, personal organizer, or other devices for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle on Pacifica business. Volunteers must adhere to all federal, state, and local rules and regulations regarding the use of mobile devices while driving to or from Pacifica-related functions.

### **CONFLICTS OF INTEREST**

Each volunteer must safeguard confidential Pacifica operational information. Volunteers may have access to a variety of Pacifica's information, including without limitation information regarding Pacifica's current and future promotional activities; opportunities that have been or are under consideration; information regarding Pacifica's customers, partners and vendors, including without limitation employee or member contact information; all of which information is hereinafter collectively referred to as "Operational Information." Volunteers must keep confidential all Operational Information obtained from, or otherwise learned during and as a result of volunteering with Pacifica.

Confidential Operational Information should not be accessed through Pacifica's technology resources in the presence of unauthorized individuals. Similarly, confidential Operational Information should not be left visible or unattended. Moreover, any confidential Operational Information transmitted via technology resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise [name] immediately at [telephone number]."

Volunteers should adhere to Pacifica's policy with regard to confidential Operational Information and take all appropriate measures to safeguard the confidentiality and security of such information. Volunteers should avoid sending confidential Operational Information via the Internet, except when absolutely necessary. Volunteers should also verify electronic mail addresses before transmitting any messages containing confidential Operational Information.

Violations of this policy may be subject to disciplinary action.

## EXTERNAL COMMUNICATIONS

Occasionally, volunteers may be contacted by outside sources requesting information about Pacifica matters, including information regarding Pacifica projects. In order to avoid providing inaccurate or incomplete information to outside sources, and the possible negative exposure that may result from providing information about Pacifica to outside sources, any volunteer contacted by any outside source regarding Pacifica should immediately contact their Unit General Manager or designated representative.

## PROGRAMMERS GUIDELINES

### Payola and Plugola

Pacifica programmers cannot accept money or gifts in exchange for airing any programming. Hosts and producers may accept tickets to non-Pacifica-sponsored events as long as no promise is given to review, mention or play music in support of the event on-air.

Pacifica programmers may not use any Pacifica-licensed broadcast signals for any direct or indirect financial gain. Promotion for personal gain occurs when content is selected or statements are made on the air that promote any product, service or event in which you have a financial stake or stand to financially benefit from listener participation in the event. If you have a financial interest in a small business, a performing group, a book, or a speaking engagement, you may not promote it on the air. You may allow it to be listed in a community calendar of similar events that may be of interest to station listeners, but the item must not receive more frequent or favorable mentions than any item in which you do not have a personal financial stake.

If you or any member of your family has any ownership interest in, either direct or indirect, (other than an investment in the stock of a publicly held company) or serves as an officer or director of, with or without compensation, any organization engaged in:

- 1) The publishing of music
- 2) The production, distribution (including wholesale and retail sales outlets), or manufacture of music, tapes, CD's, DVD's, recordings or transcriptions of material intended for broadcast use
- 3) The promotion or management of persons rendering artistic or production services in the entertainment field
- 4) The ownership or operation of one or more radio or television stations
- 5) The wholesale or retail sale of recordings intended for public purchase

**Such a conflict of interest must be disclosed freely and in a forthcoming manner on the acknowledgment page that ends this handbook. Any subsequent change in status to any of the items listed above must be reported to the Unit General Manager within two weeks of occurrence.**

Pacifica programmers may not direct listeners on-air to any address, website or telephone number for any off-site business in which they have a financial interest.

Pacifica programmers may mention, when working remotely, the site from which a broadcast emanates, but must not promote the venue, its products or its services on-air

### **In accordance with Sec 73.1212**

Any Pacifica program which has received dedicated financial support from any individual, organization, or charitable foundation that is expressly restricted to support for that particular program, be it salaried compensation or the provision of funds to assist with related programming expenses or supplies, shall announce at the beginning and end of the program that the program is partially sponsored by the support of the donating individual, organization or charitable foundation.

Failure to follow payola and plugola regulations may subject the Pacifica Foundation to significant fines as the FCC licensee for the broadcast signal and is subject to discipline.

### **Indecency and Obscenity**

All programmers are responsible for monitoring and avoiding the broadcasting of indecent content over Pacifica-licensed broadcast outlets. Deliberate failure to abide by this policy is grounds for discipline. In the event of an inadvertent error that results in the accidental broadcast of prohibited material, the volunteer is responsible for the submission of an incident report to their Unit General Manager no less than 12 hours after the inadvertent broadcast occurs. Failure to file an incident report can subject the foundation to severe financial penalties.

### **General Guidelines**

All Pacifica staff members and volunteers who host or produce on-air or digital content for one or more Pacifica stations are bound by these guidelines. All program hosting or producing volunteers must be fully familiar with FCC requirements and prohibitions for on-air content and adhere to those. Ignorance is not an explanation. Failure to follow FCC requirements is grounds for immediate removal from broadcasting privileges.

All Pacifica-licensed stations (KPFA-Berkeley, KPFK-Los Angeles/Santa Barbara, KPFT-Houston, WBAI-New York/New Jersey, and WPFW-Washington DC/Maryland) are listener sponsored non-commercial radio stations owned and operated by the Pacifica Foundation, operating under license from the FCC and according to bylaws and regulations of the Pacifica Foundation and the station.

All on-air hosts, on-air producers, members of production collectives and producers and hosts of digital media content available on Pacifica Foundation-owned websites at [www.kpfa.org](http://www.kpfa.org), [www.kpfk.org](http://www.kpfk.org), [www.kpft.org](http://www.kpft.org), [www.wbai.org](http://www.wbai.org), [www.wpfw.org](http://www.wpfw.org), [www.pacifica.org](http://www.pacifica.org) and [www.pacificafoundation.org](http://www.pacificafoundation.org)) agree that they will operate in agreement with the Pacifica Foundation mission statement.

Including the following general principles:

Content of broadcasts will not discriminate against any person on the basis of race, ethnicity, religious affiliation or lack thereof, gender or gender affiliation, sexual orientation or national origin.

Any financial compensation or assistance with any aspects of the production of broadcasts from any funding source besides paychecks from the Pacifica Foundation (if applicable) will not be accepted prior to full disclosure and prior consent granted by the Unit General Manager.

Underwriting is not permitted by the Pacifica Foundation and neither employees or volunteers are authorized in any way, shape or form to offer, promise or provide promotional services in exchange for program-specific financial support.

Assisting with on air fundraising and with fundraising events and promotion when feasible and as requested by the Unit General Manager is required.

Meeting with the Program Director, program council or other designated personnel for evaluative purposes and to address the success and effectiveness of the show, to accept advice and instructions thereto, and to engage in training opportunities when so indicated, is required.

Reporting on the content and details of each show produced within 24 hours of completion, to the Program director or designated representative, in writing via email or on-line form, is required. Said report will include the name of the host(s), the name and organizational affiliations of the guest(s), the topic being discussed, the length of the program and time of the broadcast or time of the recording if pre-recorded.

Broadcasted material, digital media and audio materials created by employees of the Pacifica Foundation are the property of the Pacifica Foundation and all rights belong to the Pacifica Foundation, without limitation.

For broadcasted material, digital media and audio materials created by volunteers at the Pacifica Foundation, the Foundation retains all rights for rebroadcast and distribution, without limitation. Uncompensated creators may use and distribute their own material under Creative Commons non-commercial licensing:

<http://creativecommons.org/licenses/by-nc-nd/3.0/>

Trademarks, ideas, show titles, or slogans created by employees of the Pacifica Foundation are the property of the Pacifica Foundation and all rights belong to the Pacifica Foundation, without limitation.

For trademarks, ideas, show titles or slogans created by volunteers at the Pacifica Foundation, the Foundation retains all rights for rebroadcast and distribution, without limitation. Uncompensated creators may use and distribute their own material under Creative Commons non-commercial licensing:

<http://creativecommons.org/licenses/by-nc-nd/3.0/>

## **RULES OF CONDUCT**

Pacifica endeavors to maintain a positive work environment. Each volunteer plays a role in fostering this environment. The following are examples of some but not all conduct which may subject the offender to disciplinary action

- 1) Stealing, removing or defacing Pacifica's property.
- 2) Violation of the Drugs in the Workplace Policy.
- 3) Violation of the Workplace Violence Policy.
- 4) Insubordination or disobedience to a lawful management directive.
- 5) Gambling on Pacifica property.
- 6) Willful destruction to the equipment or possessions of another volunteer.
- 7) Violation of the Harassment Policies.
- 8) Violation of the Confidential Operational Information and Conflict of Interest Policy.
- 9) Disrupting or interfering with Pacifica committee and governance operations or public events, whether held on or off Pacifica property.

Obviously, not every type of misconduct can be listed. Pacifica reserves the right to impose discipline. The observance of these rules will help to ensure that our workplace remains a safe place to work.

## **ATTENDANCE**

Your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow volunteers. Excessive absenteeism or tardiness may result in disciplinary action.

Volunteers may be disciplined for failing to observe the following specific requirements relating to attendance:

- 1) Reporting to work functions on time
- 2) Failing to notify a supervisor in advance of anticipated tardiness or absence

## **POLICY AGAINST HARASSMENT**

### **Purpose of Policy**

Pacifica is committed to providing a workplace free of unlawful harassment. This includes sexual harassment (which includes harassment based on gender, gender identity or expression, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, creed, religion, national origin, citizenship, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, domestic partner status, family care or medical leave status, veteran status, or any other basis protected by federal, state, or local laws. Pacifica strongly disapproves of and will not tolerate harassment of employees or volunteers by managers, supervisors, or co-workers. Similarly, Pacifica will not tolerate harassment by its employees of non-employees with whom Pacifica employees have a business, service, or professional relationship. Pacifica also will attempt to protect employees from harassment by non-employees in the workplace.

## **Harassment Defined**

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of participation; (2) submission or rejection of the conduct is used as the basis for a decision; or (3) the harassment interferes with work performance or creates an intimidating, hostile, or offensive environment.

Harassing conduct can take many forms and may include, but is not limited to, the following : slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, offensive email or voice mail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex.

## **Reporting And Investigating Harassing Conduct**

Pacifica understands that victims of harassment are often embarrassed and reluctant to report acts of harassment for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss sexual matters openly with others. However, no one should have to endure harassing conduct, and Pacifica therefore encourages the prompt reporting of any incidents of harassment so that corrective action may be taken. Any incidents of harassment must be reported immediately to the Unit General Manager, and the national office. An individual is not required to complain to the Unit General Manager if that person is the individual who is harassing the volunteer, but may instead report the harassment directly to the National Office. Unit General Managers who observe harassing conduct should immediately inform the National Office so that an investigation may be initiated.

Every reported complaint of harassment will be investigated thoroughly and promptly. Typically, the investigation will include the following steps: an interview of the individual who lodged the harassment complaint to obtain complete details regarding the alleged harassment; interviews of anyone who is alleged to have committed the acts of harassment to respond to the claims; and interview of any who may have witnessed, or who may have knowledge of, the alleged harassment. The person responsible for the investigation will notify the individual who lodged the harassment complaint of the results of the investigation. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

## **Corrective Action**

Pacifica will not tolerate retaliation for making a good faith complaint of harassment or for cooperating in an investigation. If harassment or retaliation is established, Pacifica will take corrective action. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of participation depending on the circumstances. With regard to acts of harassment by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.

## VIOLENCE IN THE WORKPLACE

### Statement of Policy

Pacifica recognizes that workplace violence is a concern across the country. Pacifica is committed to providing a safe, violence-free workplace. In this regard, Pacifica strictly prohibits employees, volunteers, consultants, customers, visitors, or anyone else on Pacifica premises or engaging in a Pacifica-related activity from behaving in a violent or threatening manner. Moreover, Pacifica seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior. Pacifica believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

### Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any employee or volunteer **will not be tolerated**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing weapons, stalking or any other hostile, aggressive, injurious and/or destructive action undertaken for the purpose of domination or intimidation. Weapons are prohibited on Pacifica premises or at Pacifica-sponsored meetings and events. "Weapons" include any or all of the following: BB guns (loaded or unloaded), switchblades or other knives containing spring release devices, stilettos, police batons, nightsticks, or any martial arts weapon or electronic defense weapon. *(TX only - an volunteer who holds a concealed handgun license is permitted to transport and store a lawfully possessed firearm or ammunition in a locked, privately owned automobile in any parking facility Pacifica provides for volunteers. Texas volunteers are still prohibited from bringing the weapon beyond the confines of their vehicle into any property owned or operated by Pacifica)*. All potentially dangerous situations, including threats by co-workers, should be reported immediately to Unit General Managers or directly to the National Office. Reports of threats will be maintained confidential to the extent maintaining confidentiality does not impede Pacifica's ability to investigate and respond to the complaints. All threats will be promptly investigated. No one will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If an investigation confirms that the threat of a violent act or violence itself has occurred, Pacifica will take swift and appropriate corrective action up to and including immediate discharge or banning from Pacifica premises.

If you are the recipient of a threat made by an outside party, please do not hesitate to report it. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## **DRUG-FREE WORKPLACE**

To help ensure a safe, healthy and productive work environment and to ensure efficient operations, Pacifica has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all volunteers, employees and other individuals who perform work for Pacifica.

The use, abuse, solicitation, transfer, purchase, sale, or distribution of controlled substances or drug paraphernalia by an individual anywhere on Pacifica premises, while on Pacifica business (whether or not on premises) or while representing Pacifica, is strictly prohibited. Individuals are also prohibited from reporting to work or working while they are using or under the influence of alcohol or any drugs or controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work.

At Pacifica-sponsored events, when alcohol is served, volunteers are expected to use good judgment and refrain from excessive alcohol consumption. Pacifica is not responsible for the acts or omissions of volunteers who attend such events. Volunteers are reminded to exercise good judgment at all work related events, including those sponsored by our customers, vendors, partners, and others.

Violation of this policy will result in disciplinary action. Pacifica maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However volunteers may not request an accommodation to avoid discipline for a policy violation

### **Off-the-Job Conduct**

This guideline is not intended to regulate off-the-job conduct, so long as the volunteer's off-the-job use of alcohol or drugs does not result in the volunteer being under the influence of or impaired by the use of alcohol or drugs while performing Pacifica-related tasks.

### **Confidentiality**

Disclosures made by volunteers concerning their use of drugs will be treated confidentially and will not be revealed to co-workers unless there is an important work-related reason to do so in order to determine whether it is advisable for the individual to continue working. Disclosures made by volunteers concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

## **INSPECTIONS AND SEARCHES ON COMPANY PREMISES.**

### **Purpose of the Guideline**

Pacifica believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the success of Pacifica's non-profit mission. Pacifica also intends to protect against the use and removal of Pacifica property. In addition, Pacifica intends to assure its access at all times to premises and property, equipment, information, records, documents, and files. Accordingly, Pacifica has established this guideline concerning inspections and searches on Pacifica premises.

### **Definitions**

For purposes of this guideline: "Prohibited materials" means firearms, except in states where carrying a concealed weapon is authorized by law, or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances, drug-related paraphernalia; the unauthorized use or consumption of alcoholic beverages on Pacifica property; and/or proprietary and confidential information belonging to a third party that an individual is not authorized to have in his or her possession.

"Pacifica property" includes all documents, records, software, electronic codes, data, and files relating to Pacifica' and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by Pacifica.

"Pacifica premises" includes all premises and locations owned or leased by Pacifica or under the control of Pacifica, including parking lots, lockers, and storage areas.

"Possession" means that an individual has the substance or Pacifica property on his or her person or otherwise under his or her control.

### **Inspections and Searches**

In order to ensure access at all times to Pacifica property, and because individuals properly in possession of Pacifica property or information related to Pacifica may not always be available to produce the property or information when needed in the ordinary course of Pacifica's operations, Pacifica reserves the right to conduct a routine inspection or search at any time for Pacifica property on Pacifica premises. In addition, Pacifica reserves the right to access at all times to information and communications stored in Pacifica computer files, and on Pacifica computers and Pacifica-licensed websites and social media sites and in voice mail boxes and electronic-mail systems.

Volunteers who refuse to cooperate during an inspection or search will be informed that Pacifica will base any disciplinary decision on the information that is available, and that their failure or refusal to cooperate could deprive Pacifica of information that may clear them of suspicion. In addition, Pacifica reserves the right to take appropriate action to prevent the unauthorized removal from Pacifica premises of Pacifica property.

## **Confidentiality**

Managers and supervisors will make their best effort to restrict communications concerning a violation or possible violation of this guideline to persons who have an important work-related reason to know.

## **COMPLAINT/RESOLUTION PROCEDURES**

Producing and/or hosting a program at a Pacifica-licensed radio station is a privilege and not a right. Station and Executive management are responsible for the broadcast output of the licensed broadcast outlets and have total authority to decide what is broadcast and when it is broadcasted. Objections to program decisions are not covered under Pacifica's formal Complaint/Resolution Procedures.

Any volunteer who has a problem or complaint regarding a work situation should take the following steps:

1. The volunteer should submit his or her problem or complaint in writing as soon as possible after the incident to his or her Unit General Manager. A copy of the complaint should also be filed directly with the National office.
2. If the problem has not been satisfactorily resolved in writing within 15 working days of the incident, the volunteer may appeal directly to the Executive Director. The Executive Director will respond in writing within 30 days. Any decision by the Executive Director will be final.

The time limit detailed above may be extended by mutual agreement of the parties involved.

A volunteer may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of Pacifica's rules of conduct or policies as provided in this handbook. Notwithstanding this list of rules, Pacifica reserves the right to discharge any volunteer for cause.

**ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK**

PLEASE READ THE HANDBOOK AND FILL OUT AND RETURN THIS PORTION NO SOONER THAN TEN (10) DAYS AFTER RECEIPT.

Name: (enter name)

I acknowledge that I have received and fully read this copy of Pacifica's Handbook. I understand that I am responsible for knowing and complying with the policies set forth in the Handbook.

I further understand, however, that the guidelines contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied. I also understand that, Pacifica may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because Pacifica cannot anticipate every issue that may arise, if I have any questions regarding any of Pacifica's guidelines or procedures, I should consult my Unit General Manager.

I understand and agree that my relationship with Pacifica is guided by the policies in this Handbook. I understand that Pacifica may discipline me at any time.

I understand and agree that the terms of this acknowledgment may not be modified or superseded and that no other representative of Pacifica has the authority to enter into any such agreement, and that any agreement that is otherwise inconsistent with the terms of this acknowledgment will be unenforceable.

Finally, I understand and agree that this acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this acknowledgment.

I have carefully read this acknowledgment of receipt.

I further maintain that I have no conflict of interest beyond that which I disclose here and now:

The facts and circumstances relating to a conflict of interest are as follows:

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Date:

Signed: