

Fall 2022

# WSLR

## Guide for Programmers



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## I. Introduction

Congratulations on taking the first step towards becoming a programmer at WSLR-LP 96.5FM! This manual will serve as a resource for you during your training and work with the station. As a programmer, it is your responsibility to know all station policies and federal regulations contained within this manual. Ignorance is no excuse for violating policy.

At any time, please ask the Station Manager or other volunteers questions, no matter how large or small. It is important for all of us to work as a team, and questions help us all to improve our on-air image. Our mission mandates that we seek to bring a diversity of opinions and cultures to the airwaves, promoting access particularly to underrepresented voices in our community. society. Above all, we always hope to provide a valuable service to our listeners.

### **Mission Statement**

WSLR+Fogartyville is a center for creative expression and community engagement that amplifies the voices of our diverse community, and promotes peace, sustainability, democracy, and economic and social justice.

### **Vision Statement**

Ensuring a just, inclusive community through media and arts.

### **How to Become a Programmer**

An applicant needn't have any previous knowledge or training in radio broadcast or production in order to have a show on WSLR-LP. We provide training to all of our programmers in a variety of skills and techniques including live broadcast engineering. There are regulations and policies that you must understand and abide by in order to be cleared to broadcast.

To become a program producer (music or public affairs programmer, etc.) at WSLR-LP you must first be a member and active volunteer with the station. Membership requires a minimum commitment of \$40 per year (\$15 for students). All new program ideas must be accompanied by a program application, which may be obtained online from [wslr.org](http://wslr.org) or from the Station Manager. Preference is given to local applicants. Training that needs to be completed are as follows: a) Rules and Regulations, b) Operation of studio equipment, c)

Confessor training. Following training, new programmers will sit in with an experienced program host. A current programmer will also sit in with the new programmer on their first show.

#### **ON-AIR POLICIES**

All on-air personnel must have knowledge of and adhere to appropriate FCC rules and regulations, as well as WSLR-LP policies and procedures. Volunteers will be notified, in writing, when they have violated an FCC regulation. After a volunteer has been notified, repeated violations will result in suspension, further disciplinary action, or dismissal.

## **II. FCC Regulations and How They Affect You**

We are licensed and regulated by the Federal Communications Commission, a federal government agency. Please understand that failure to follow FCC rules endangers the very license we have worked so hard to secure. Keep them in mind when planning and executing your show.

### **Legal Station ID Required**

The FCC requires that the station identify itself every hour, on the hour. This is called a Legal Station ID. To be legal, our station ID must be one of the following:

"WSLR-LP, Sarasota"

"WSLR-LP, Sarasota, 96.5FM"

"WSLR-LP, 96.5FM, Sarasota"

The Legal ID **must** be stated wholly and completely at the top of every hour. We cannot insert any words or phrases into the statements listed above. We may say whatever we please before or after the Legal ID, but the ID itself must remain unchanged. Programmers are encouraged to identify the station any way they please throughout their show. It is only the Legal ID that is regulated.

### **Obscenity, Indecency, and Profanity**

**Obscene Material Banned at All Times by FCC.** The Federal Communications Commission (FCC) is the federal agency that regulates the airwaves and their usage. They regulate AM and FM broadcasting, television, station operations, and most of the technical aspects of broadcasting. Each person involved with operating WSLR-LP is expected to uphold the laws and regulations of the FCC. The statute the FCC enforces states: Whoever utters any obscene, indecent, or profane language by means of radio communication shall be fined not more than

\$25,000 or imprisoned not more than two years, or both. **Deliberate violation of any FCC policies, as well as station policies, may result in termination.**

**The FCC bans “obscene” material at all times:** “Obscene speech is not protected by the First Amendment and broadcasters are prohibited, by statute and regulation, from airing obscene programming at any time. According to the U.S. Supreme Court, to be obscene, material must meet a three-prong test: (1) an average person, applying contemporary community standards, must find that the material, as a whole, appeals to the prurient interest (i.e., material having a tendency to excite lustful thoughts); (2) the material must depict or describe, in a patently offensive way, sexual conduct specifically defined by applicable law; and (3) the material, taken as a whole, must lack serious literary, artistic, political, or scientific value. The Supreme Court has indicated that this test is designed to cover hard-core pornography.”

**Indecent Material Prohibited by WSLR.** WSLR does not distinguish between indecent and obscene material. Material is indecent if, in context, it depicts or describes sexual or excretory organs or activities in terms patently offensive as measured by contemporary community standards for the broadcast medium. In each case, the FCC must determine whether the material describes or depicts sexual or excretory organs or activities and, if so, whether the material is “patently offensive.” In our assessment of whether material is “patently offensive,” context is critical. The FCC looks at three primary factors when analyzing broadcast material: (1) whether the description or depiction is explicit or graphic; (2) whether the material dwells on or repeats at length descriptions or depictions of sexual or excretory organs; and (3) whether the material appears to pander or is used to titillate or shock. No single factor is determinative. The FCC weighs and balances these factors because each case presents its own mix of these, and possibly other, factors.

WSLR-LP does prohibit the use of the “seven dirty words” (shit, piss, fuck, cunt, cocksucker, motherfucker, and tits) outside our designated ‘safe harbor’ from 5am-11pm.

**WSLR does not distinguish between indecent and obscene material.** We **DO NOT** have a safe harbor time in which to broadcast indecent material; we simply do not broadcast it at all, not even late at night. Program producers who intend to air material that is questionable or potentially indecent should clear such material at a Radio Programming Committee meeting in advance. The committee will document the reason for clearing or rejecting the material. All **Programmers must sign WSLR’s Obscenity/Indecency policy** which confirms their commitment to uphold this policy (see end of guide).

**Profanity Banned by FCC and Prohibited by WSLR.** The FCC also bans “profanity” between 6 am and 10 pm (WSLR-LP bans profanity from 5am-11pm.). “Profane language” includes those words that are so highly offensive that their mere utterance in the context presented may, in legal terms, amount to a “nuisance.” In its Golden Globe Awards Order (<https://www.fcc.gov/document/fcc-finds-broadcast-f-word-during-golden-globe-awards-was>) in 2004, the FCC warned broadcasters that, depending on the context, it would consider the “F-Word”

and those words (or variants thereof) that are as highly offensive as the “F-Word” to be “profane language” that cannot be broadcast between 6 a.m. and 10 p.m.

**‘Safe harbor’ does not mean that you are permitted to play songs which are explicit in describing any of the terms mentioned above**—rather these hours are designated so that if such a word or phrase slips, it’s ok. The airing of such music will be limited. The “safe haven” is not to be used as an excuse to play explicit material just for the sake of shock value. Please mark CDs with inappropriate audio content

A **content disclaimer** should be read at the beginning of each hour if your show will feature material that some listeners may find objectionable. A disclaimer does not protect you legally; the FCC does not consider it relevant in obscenity and indecency cases. Sample disclaimers can be found in the studio folder. The FCC only acts to investigate a station when a listener files a complaint.

**AT NO TIME is a DJ authorized to speak PROFANE or INDECENT language over the air.**

Programmers need to preview all music for inappropriate content before airing it. Consequences for violating the policy will be decided on a case by case basis depending on the level of shock value or prurient interest.

### **Commercial Speech Prohibited by FCC**

Due to our non-commercial status, the FCC does not allow us to make acknowledgements of businesses that include wording that is "commercial" in nature. Our programmers are encouraged to announce local events that occur in our listening area. We see this as a public service to our listeners, but great care must be taken not to cross the line between providing a service and doing promotions for businesses. Be aware of announcing prices, calls to action, and inducements.

**Prices.** Announcements containing price information (any announcement of interest rate information or other indication of savings or value associated with the product or business) are not permissible. **The exception:** official WSLR + Fogartyville events raise money for the station and awareness of the station and price announcements are allowed.

**Calls to Action.** In a non-commercial format, it is an FCC violation to express any **qualitative** or **quantitative** statements, opinions, or suggestions directed to the listening audience for the benefit of a person, business, or for-profit service. You may offer information, but do not command the audience to do something or mention price. The only exception is for official WSLR + Fogartyville events, where calls to action are allowed.

- **Qualitative:** providing any influential information that would direct someone to an action of purchase, attendance, or use of a person, business, or for-profit service.
- **Quantitative:** giving any monetary information to the listening audience to create an action to purchase a product, attend an event, or use a service.

In summary, remember WSLR-LP is a noncommercial radio station: "commercials" are not allowed. Violations of the station's noncommercial license, or other violations, can result in a minimum fine of \$25,000 per violation up to \$250,000, or revocation of the license.

**Inducements.** Announcements containing an inducement to buy, sell, rent, or lease are not permissible. As a program producer, you **may not issue a call to action by asking or suggesting that the listeners should perform some task which may result in a for-profit organization making money.** You may state that a new CD by "M.C. Whatever" is available at "Discworld" but you cannot tell listeners to go there and buy it on sale now for \$12.99.

For announcements of events at for-profit venues, the ticket prices cannot be mentioned, but a phone number or website may be provided to the listener for more information.

**Underwriting Speech Acceptable for a Non-Profit Station.** Underwriting is the financial support for WSLR-LP, which is solicited from businesses and or individuals in the community. Underwriting broadcast on WSLR-LP is in the form of spot donor announcements and must be run as scheduled by the Station Manager.

As a non-commercial station, WSLR-LP may not broadcast "advertisements." However, the station is permitted to use donor announcements and enhanced underwriting announcements. In non-commercial formats, announcers may give "value-neutral" descriptions of products or services. In addition, they can list brand names and trade names. The station can factually describe the underwriter, but announcers cannot use superlatives, comparatives, prices or deadlines. Phrases to avoid include: "cleanest," "best deal," "fast service," "come to," "go to," "call us," "watch for our coupon," "special limited time offer," "sale ends Sunday," and other language of this nature. **ALL UNDERWRITING ANNOUNCEMENTS MUST BE APPROVED BY MANAGEMENT BEFORE BEING AIRED.** You should only be receiving Underwriting announcements from a Manager (unless you're filling in for a fellow programmer whose show has Underwriting).

### **Plugola and Payola Banned by FCC**

The FCC has a policy known as sponsorship identification. Any type of program that is sponsored or underwritten must be identified and acknowledged. Station management also must know about the sponsorship. The underlying premise is that the public has a right to know when someone has a financial interest in influencing what they hear on the air. You will be dismissed from WSLR-LP if you violate rules of payola or plugola.

*Payola:* You cannot receive money or gifts from a record company, group or individual to play a recording. Failure to disclose sponsorship is a criminal offense.

*Plugola:* You cannot receive money or gifts to publicize an event, business or promotion. Failure to disclose sponsorship identification is a criminal offense. Fines and jail terms in federal prison are punishment for this offense.

By law, you cannot promote or endorse any product, event, or activity over the air for which you might receive a consideration. In other words, if you will receive money, products, or services from someone for promoting them on the air, then the promotion is prohibited. Programmers cannot use the station for personal gain. You are misusing the station and violating the trust of our listeners if your intention is to promote a personal, profit-making venture over the air.

### **Broadcast of Telephone Conversations**

On the subject of the broadcasting of telephone conversations, both recorded and live, the FCC has this to say:

“Before recording a telephone conversation for broadcast, or broadcasting such a conversation simultaneously with its occurrence, a licensee shall inform any party to the call of the licensee’s intention to broadcast the conversation, except where such party is aware, or may be presumed to be aware from the circumstances of the conversation, that it is being or likely will be broadcast. Such awareness is presumed to exist only when the other party to the call is associated with the station (such an employee or part-time reporter), or where the other party originates the call and it is obvious that it is in connection with a program in which the station customarily broadcasts telephone conversations.”

Please make every effort to inform a caller or interviewee that they are either being aired live or being recorded for on-air broadcast. To air a person’s comments live or from a recording without their consent, whether explicit or implied (explained above), is a crime.

### **Copyright Laws**

Copyright is protected by the United States Constitution and federal statutory law. A copyright is an original work or authorship (such as a sound recording or a literary, musical, artistic, photographic or film work) that is fixed in any tangible medium of expression, giving the holder the exclusive right to reproduce, adapt, distribute, perform, and display the work. The Fair Use Doctrine permits limited copying of copyrighted work, usually only for “productive purposes,” such as news reports, criticisms, comment and personal entertainment. Otherwise, without express permission from the copyright holder, others are not allowed to use copyrighted work. WSLR-LP has a special licensing and royalty-payment agreement with ASCAP, SESAC, and BMI, which allows the station to play copyrighted music.

**You are not permitted to provide copies of your shows to listeners.**

### **Political Regulations/Political Interviews**

FCC rules prohibit any programmer or WSLR from endorsing a candidate or urging listeners to vote for or against a particular candidate or political party. WSLR Programmers have a responsibility to show respect for the privacy, rights and well-being of all political candidates.

Programmers who discuss political or controversial issues on the air and decide to insert their own point of view, must be sure to point out to the listeners that their personal views do not necessarily reflect the views of WSLR or its Board of Directors. (see Appendix 8 - pg. 30)

Hosts should offer equal air time to every candidate running for the same office. All hosts must notify the Station Manager when they interview a candidate so that it can be logged appropriately.

### **III. WSLR + Fogartyville Regulation: How They Affect You**

#### **Communication and Courtesy Guidelines**

As a producer on WSLR-LP you are a part of a very special and hard-won radio community. We ask that every time you go on the air, you consider how your words will reverberate through the community that has made this radio station possible. The health of our station depends on the spirit of what we broadcast.

**WSLR + Fogartyville Business.** Every volunteer has the right to discuss or criticize perceived problems within the station. However, use of a regular on-air shift to criticize station policy is inappropriate and strongly discouraged. On-air volunteers are asked to consider the station's mission and the effect on listeners of airing complaints about the equipment or facilities, or of commenting negatively about WSLR-LP events or policies.

Personal attacks will not be tolerated. WSLR-LP holds any volunteer who defames any individual personally liable. Liability includes, but is not limited to, any related expenses, charges, or fines.

Only those volunteers specifically designated by the WSLR Board of Directors are empowered to speak on behalf of the station. Speaking for the station without permission of the Board is grounds for immediate dismissal from the station.

**Contact Information.** **KEEP INFORMATION CURRENT.** All programmers are required to keep a current phone number, email address, and physical address on file with the station business office. In addition, all programmers must provide the station manager with a brief written description of his/her program to be used for promotional purposes.

**Messages and Mail.** Clear and constant communication is essential to the successful operation of the station. Volunteers are expected to check their e-mail and mail boxes in the studio regularly. If important calls come in when you are in the studio/office, please make sure that messages are passed on to the appropriate person. It is the volunteer's responsibility to check for messages or mail on a weekly basis. Any mail that arrives at WSLR-LP FM, regardless of addressee, is the property of WSLR.

**Answering Listener's Questions and Complaints.** Listeners may call the station asking for information about something that has been announced on the air. If the on-air volunteer who

made the announcement is not available, WSLR-LP's policy is to take a message and leave it in that person's mailbox. It is against WSLR-LP's policy to give out volunteer's phone numbers or to call on-air volunteers at home or at work about announcements made during shows. Questions from the media should be directed to the Manager or Chairman of the Board.

**Opinion, Slander, and Disclaimers.** *Opinion.* When expressing your opinion, please make it known that you are speaking for yourself and not WSLR-LP. **Disclaimers** can be found in the PSA folder. A disclaimer is required for public affairs shows and shows with guests.

**Slander.** As a programmer, you, not WSLR-LP, are responsible for any legal issues resulting from slander or libel of any individual.

**Hate Speech.** Speech that is intended to hurt or intimidate any individual or group of people or incite violence is considered hate speech. Broadcasting hate speech undermines the mission of our station and compromises our community's trust in us. **Please don't do it.**

**Sensitivity.** Beyond the issue of hate there are larger issues of sensitivity. We ask that you make it your business to be sensitive to different listeners in our community. It is not uncommon, in the United States, for minorities to be portrayed unfairly in the media. What you may consider funny or idiosyncratic about a group of people is often not funny and even offensive to that group. Please try to imagine being in the shoes of others, how you might feel on the receiving end, and behave accordingly.

**Music Programming.** At community radio, listeners come to hear music that is unique and not represented in mainstream channels - so get creative and utilize a diversity of artists and tracks in your programming. Do not repeat songs from the previous show; check the playlist before you go on-the-air so that you don't play the same songs. Musical guests are asked to play original material. (See Appendix 2 - pg. 19).

**Proselytizing.** You may describe your religious beliefs if they are relevant to the program, but do not proselytize or evangelize; do not encourage our listeners to adopt your religious beliefs, do not promote your religion over any other religion, and do not denigrate the beliefs of others.

## **Volunteer Requirements**

**Monthly Volunteer Hours.** As a community radio station, we rely on the help of volunteers. Program applicants are required to volunteer a minimum of 6 hours at the station before being considered for a program. As part of their contractual obligations to organization, Programmers must contribute a minimum of 2 hours of volunteer service a month. If a program has multiple hosts, any time volunteered between the hosts can be combined together to meet the required 2 hour minimum. Serving on a board or staff committee does count towards volunteer hours.

Programmers who do not complete required volunteer hours at the station can face consequences up to and including program cancellation.

**Probationary Period.** Each new programmer will have a three-month probationary period, during which the radio programming committee and Station Manager review progress, provide feedback, and implement corrective measures, if necessary.

**Meetings.** All WSLR meetings are open to programmers. WSLR + Fogartyville has a board of directors and various committees tasked with carrying out different functions of the organization. A complete list of committees and their contacts are displayed on the volunteer page of our website: <http://www.wslr.org>. Serving on a WSLR committee counts towards required volunteer hours.

**Monthly Board Meeting.** Every month there is a Board Meeting at which committees give reports and current issues affecting the station are discussed. This is an excellent opportunity for programmers, members, and the general public to get to know the organization better.

**Annual Meeting.** The WSLR + Fogartyville Annual Meeting is generally held in October of each year. At this meeting, Management will review the past year's progress and goals for the coming year.

**Fund Drive Participation.** WSLR + Fogartyville currently holds two week-long on-air fund drives per year. This is how the organization raises the bulk of the station's operating expenses. As a programmer, you are required to participate in the on-air fundraising effort by pitching for your show and by picking up an additional two hour shift during the week of the Fund Drive. Each fund drive will also have a training to inform programmers on pertinent information and programmers are required to attend.

**Eating, Drinking, Illegal Drug Use, Etc.** CONSUMPTION OF ALCOHOL, SMOKING, AND ANY ILLEGAL DRUG USE ARE PROHIBITED in the station. This rule applies to all DJs and their guests. If you are found drinking or smoking in a studio you may lose your show as a consequence. **Eating and drinking are not allowed** in the broadcasting studios or production rooms, with the exception of a covered water bottle.

## **Other Programmer Policies, Rules, and Regulations**

**Operation by Trained Personnel.** Only WSLR-trained volunteers and staff are allowed to operate station equipment.

**Use of Studio, Production Rooms, and Other.** Studios are to be used for WSLR-LP station business only unless prior arrangements have been made with the Station Manager.

**Community Announcements and PSAs.** Informing listeners of events occurring in our community is one of the valuable services the station provides. PSAs can be found in the PSA

folder on the studio computer. You are also allowed to bring in your own PSAs as long as they are for local not-for-profit organizations and do not use a call to action. Programmers are required to do **two (2) community announcements per hour** during their show. Please follow all FCC regulations regarding *commercial speech* when making acknowledgments of businesses, regardless of the source of the announcement or the type of event. (See Appendix 9 - pg. 31).

**WSLR Ticket Giveaways and On-Air Contests.** Strict rules exist about how station contests are run. The only contests allowed on-air at WSLR-LP are those with prior approval from the Station Manager. If you run an unauthorized contest on air, you will be held legally and financially responsible for any repercussions.

**Self-Promotion and Conflict of Interest.** See “Payola” and “Plugola” references in above guidelines: this is NOT allowed by FCC. You may not play your own music or promote your gigs or business on air. If you have questions, contact the Station Manager before going on air. In addition, no organization can have a show that puts forth solely their point of view and promotes their organization. Programs available on commercial broadcast radio will not be eligible for broadcast on WSLR. WSLR does not give organizations a show; a show name may not be an organization name.

**On-Air Guests and Live Performers.** If a band is appearing on your show, the programmer cannot be a member of the band or receive any financial compensation directly from the band (e.g., band manager). In regards to band appearances on a WSLR-LP show: There should be a minimum 3 month interval between appearances on any particular show and the band should not appear on the same show more than 3x a year. Exceptions can be made at the discretion of the Station Manager. Station Manager should be notified in advance if you plan to have live performers in the studio (2015). That being said, program hosts may invite any individual(s) they desire, to be a guest on their show. All guests and their behavior are the responsibility of the programmer who invited them into the station. No guest should ever be alone in the Production Studio or music library area. See the **Tips on Guests** checklist.

All policy and regulation infringements committed by an invited guest are also the responsibility of the programmer hosting them, and any punitive action that may result will be directed at the programmer. Because of this, it is very important that programmers choose wisely whom they will invite on the air, and how they prepare their guests to conduct themselves on the air. Please make every effort to inform guests, prior to broadcast, of exactly what kinds of speech they may not engage in. If a guest violates policy or is uncooperative, it is well within the programmers’ rights to restrict the guest’s access to the air.

The same also applies to any guests you may have live over the telephone. It is somewhat more difficult to prepare a guest over the phone if they are calling in during a call-in segment, as opposed to a planned telephone interview. If the need should arise, you may mute the caller or simply hang up on them. To allow a guest to violate speech regulations

(obscenity, indecency, profanity, commercial) puts not only your own show at risk, but also the viability of the entire station. For live segments, you should make sure the delay (dump button) is active and within your reach. (See Appendix 2 - pg. 19).

**Co-hosts**. It is not uncommon for programmers to want to share their airtime, either regularly or irregularly, with a co-host. This can help create a more compelling dynamic on the air, depending on the circumstances. Please be aware that, unless the co-host is a fully-trained and cleared programmer at WSLR-LP, they may not operate any studio equipment, with the exception of a microphone and the telephone (for call screening, etc.).

**Scent-Free Policy**. The ingredients in many fragrances and scents are known to irritate the respiratory tract, nervous system, and eyes; lower immunity to disease; and trigger allergies and other severe health reactions. In the case of asthma and epilepsy, reactions triggered by exposure to scented products can be life-threatening. WSLR-LP has a number of volunteers that are chemically sensitive. WSLR-LP supports sustaining healthy indoor air quality. In the interest of promoting the health and safety of programmers, staff, volunteers, and visitors, WSLR-LP staff and programmers are encouraged to **maintain a fragrance-free environment**. Please refrain from using scented personal care and cleaning products at the station. Thank you for your consideration of others in providing an environment in which every person at the station can feel safe and comfortable.

**Cleaning Protocols** The radio studios are shared (co-)workspaces. To minimize the transmission of disease among staff and volunteers, volunteers and staff who used the studios must follow a protocol (see Appendix 3 - pg .21). Upon entering the station, **wash hands thoroughly** (based on CDC recommendations), use a personal foam microphone cover and personal headphones, and then use wipes to clean any areas you come into contact with before and after show.

**General Housekeeping and Tidiness**. The rule of thumb here is: Leave the station tidier than you found it. Ensure all settings on the soundboard are back to their original state. Please do not leave scraps of paper, empty food or beverage containers or anything else lying around. Log out of personal accounts on the studio computer and close any open browser windows. Please re-file all CDs, records and papers at the end of your shift. **And remember, no food or drinks are allowed in the studio.**

**Transitions from One Programmer to the Next**. Please be considerate of the programmer who follows you. Communicate with the show host before and after your program to determine a transition process that works for both parties. **Transition Process:**

- Always end your program on time. That means if you have a show from 2-4pm, you must be finished with your announcing, music, etc. no later than 3:59:59.
- Prior to the end of your program, and no later than five minutes before the end of your shift, please consolidate all of your personal items to a single, easily-removed location so that the next person has the space to put their things down when entering

the studio. Remove all your records, CDs and papers from the studio and return them to their proper place.

- Somewhere in the last five minutes of your program, if the program following yours is another music program hosted by a local programmer, make sure you let that person know when there is an available turntable or CD Player so that they can cue up their first selection.

**Preemption of Programming.** The staff at WSLR-LP reserves the right to pre-empt your show for special events coverage or live community broadcasts. Notification will be given as far in advance as possible if this is to occur. Of course, with breaking news coverage, advance notification may not always be possible. See Pre-Emption Policy in appendix.

**Recorded Promos.** Recorded promos for station events or special programming announcements are permissible with Station Manager approval; DJs are encouraged to do personal promos for upcoming events.

**Underwriting.** Programmers cannot underwrite their own shows. All the guidelines in our Underwriting Policy need to be followed. No calls to action, no price information, no promotions, only a value-neutral description of the band/event. All underwriting announcements need to be approved by the Station Manager and must be paid for in advance. If a local band is sponsoring your show, it is acceptable to announce their shows within a listing of concerts/events going on locally, but they should not be given special preference.

**Studio Lock up/Shutdown.** It is very important when you are finished with your show, that you leave the studio in suitable shape for the programmers that follow you, and that you leave the station secure.

**Right to Re-air and Distribute Programming.** WSLR-LP has the right to air, re-air and distribute any works produced, recorded, or aired, in or from their studios.

**Website, Facebook, and Social Media Policy.** As a Programmer at WSLR-LP you will be invited to join our closed facebook page where Programmers and Management may communicate with each other. It may be used when needing subs, getting info for your show (interviews, special events, or getting info from the office regarding meetings, policies, studio equipment, station broadcasting issues, etc.). This page is intended for professional and respectful communication about WSLR-LP related topics only. Meaning, it is not for personal posts, political, religious or current event opinions, suggestions, concerns or complaints about the station. Show promotion posts may be posted on the facebook fan page.

The website programmer pages at [wslr.org](http://wslr.org) are intended to provide a space for DJs to describe their show to the general public. Please provide a picture and a short description of the show to the Office Manager for posting. The Program page should only promote the WSLR radio show for which it is intended and should not be used for other promotional purposes. A programmer may post a link to his/her own website if information on that page is relevant to their radio show.

**Missed Shows.** Programmers are expected to make each of their shows, and arrive ten minutes early in order to organize their music, announcements, and complete the appropriate logs. You are responsible for finding your own substitute. A programmer should give a minimum of 48 hours notice if he/she/they can't make a show, more if possible. Programmers should have a designated go-to person to substitute when they cannot make a show. Call the Station Manager only as a last resort (and s/he is still not required to fill your show). Also, try to inform the persons before and after you if you will not be there.

1. A person missing a scheduled shift without prior notification will be warned in writing. Subsequent no-shows subject a program host to suspension or dismissal.
2. If an on-air volunteer is unable to do his/her scheduled air-shift, that volunteer is responsible for finding an appropriate substitute from the current programmer list and advising the Station Manager about the substitute. Frequent substitutes for a scheduled shift, or a leave of absence, by a program host must be approved by the Station Manager.

Please provide the Station Manager with a minimum two week notification if you plan to stop producing your show..

Options when you cannot make a show: Prepare a pre-recorded back-up show, and use generic PSAs; for talk shows find a replacement from Public Affairs programmers via the programmer directory; post to the programmers' facebook site, asking for a substitute; in every case make sure the Station Manager is aware that you will be unable to host the show. The Station Manager **must receive a pre-recorded show 24 hours in advance** of show day because it will need to be programmed into a computerized system.

**Programming Committee.** The Radio Programming Committee meets on the first Monday of every month. The committee advises the Station Manager on programming decisions, Any complaints/appeals around programming decisions should be addressed to the Station Manager and will then be brought before the committee at the next meeting (See the Appendix 1 - Grievance Policy pg. 18).

**Security Videotaping.** WSLR + Fogartyville uses surveillance videotaping. Notice must be posted in a clearly visible location in the studios per the Board.

**Professionalism.** WSLR seeks to improve the overall sound of the station and the manner that DJs present themselves on-air. Programmers should come in prepared to do their shows with the goal of creating a professional broadcast including smooth transitions, minimal dead air, and cohesive content that represents the mission of WSLR.

**Program Schedule Review.** An annual review of the program schedule will take place in the fall with any major changes being implemented in the first quarter of the following year. All Programs are subject to changes in time slot at the discretion of the Station Manager and Programming Committee.

## Logging Requirements and Forms.

WSLR has various logging requirements for every programmer. Some logs are now automatically recorded through Confessor that formerly had to be filled out by hand. It is extremely important that you fill out all necessary logs

**Program Log.** When you enter the studio for your scheduled broadcast, our archiving software Confessor signs your program (“you”) in and will record the music being played. Occasionally you will stump the computer and you may have to enter the song being played if you want it to appear accurately in your playlist. If for some reason Confessor is not working, you will need to complete a written log. (You will find a sample in the Appendix 1 pg. 18). Playlists must be filled out completely and accurately for every show you do. A complete written playlist consists of your FULL name, the date, the type of show you’re doing, your time on and off the air, and everything that you played on the air. In addition, you must include the times that you read the station IDs, PSAs, underwriting announcements, and any other special announcements.

**Underwriting Announcements.** Underwriting announcements are also to be read and logged at specified times during your show, and should be taken seriously. People pay us to mention their businesses and therefore we cannot misread or mock their announcements, or ignore their space on the air. The Station Manager will provide you with approved underwriting copy and a method of recording when it is aired.

**Political Regulations and Logging.** When candidates/elected officials are invited to be featured on WSLR, we are required to log this activity. If you invite a political candidate or elected official to be on your show, you must also invite any other qualified candidate running for that office, as well. The Station Manager must be notified via email of any and all political candidates or elected officials invited on air. Even if they decline, the invitation should be recorded.

**Equipment Trouble.** It is unlikely that if a piece of equipment starts acting badly, there will be a technician close by to deal with it. Because of this, it is important to communicate all instances of equipment trouble or failure to the station manager by email or leaving a note. Describe the problem you are having as clearly as possible, write legibly, and place the note on the Station Manager’s desk. Do not attempt any repairs or adjustments without the express permission of the Station Manager.

**Emergency Alert System Log.** The emergency alert system log will be compiled automatically, so you do not have to worry about it. Know that we are a part of the emergency alert system and in an emergency or during a test the EAS will cut into your program. The EAS Handbook and the station license can be found in the Station Manager’s office.

#### **IV. Before you start: Signature Required Forms**

- Contract with Updated Cleaning Protocol
- Obscenity and Indecency Policy
- Self-Promotion Policy
- Use Of Programmer Facebook Page



## 2. Guests Instruction Form

### Welcome, WSLR Guests!

Welcome to WSLR, and thank you for being part of your community radio station! We want your experience as a guest on one of our shows to be interesting and enjoyable for you and our listeners. Please read the following guidelines concerning Federal Communications Commission (FCC) and WSLR policies as well as the Helpful Hints on the back of this page. This will help you present yourself and your ideas in the most effective way. If you have any questions, please ask your show host. **The most important rule of all is to relax and have fun!**

Please come prepared to share your expertise with our audience. Before the show, discuss with your host what the show will cover and have in mind what you wish to discuss. If necessary, write down dates, phone numbers, facts and figures, etc., for reference, but don't bring things to read that are more than a sentence or two unless you are giving a dramatic presentation.

Talk at a normal, conversational pace. Be flexible. Let your host guide the conversation, but don't hesitate to interject relevant information when you think it's important. However, please don't interrupt or comment on announcements, whether recorded or read aloud by the host. Be certain only one person is talking at any given time.

Don't assume all members of the listening audience are familiar with your topic. Many will be listening because they want to learn. Explain your topic simply and then get more advanced, if you have time. If you use an acronym, explain what it stands for the first time you use it.

Please remember, our listeners cannot see your facial expressions, body language, or hand gestures. Express your meaning clearly through your words.

When lit, the red "on-air" sign (on the studio wall by the door) indicates there is at least one "live" microphone in the studio. Never whisper a private message when that sign is lit because it could be picked up by a "live" microphone and broadcast. If you must communicate something while on the air, please write a note or use hand signals.

Lively discussion and controversy can keep an audience tuned in, but please don't say anything on the air that is disparaging of our station or our staff.

When you enter the studio, put on the available headset and adjust the volume to a comfortable level. If you need help, ask the host. When seated comfortably, adjust your microphone to a comfortable height about three to six inches from your mouth. Avoid adjusting the microphone while on the air. A disposable microphone cover will be provided to you by the host.

Speak directly into the microphone. Listen to the sound of your voice in the headset during the interview to determine whether you need to move closer or farther away from the microphone.

Don't squeak your chair, rattle paper or jewelry, or make other distracting background noise. Please don't pound, tap, or rap the desktop. Sound effects that relate to your program are OK.

At the conclusion of the program, please leave the studio quickly if there is another programmer coming in to do a live show, so that they will be able to start their show on time.

**THANK YOU** for reviewing these rules and contributing your time and talent to WSLR. We appreciate your efforts as we work together to serve our listeners with high quality locally-produced programs.

## Guest Instruction & Participation Form

- Do not use any obscene, indecent, or profane language, sexual innuendo, or descriptions of sexual or excretory organs or activities that would be offensive to most members of our community. If you violate these rules, the host of the show will use the delay button to prevent your words from being broadcast and has the authority to end the interview immediately.
- Do not tell or encourage our listeners to purchase any product or service, patronize any business, or attend any for-profit event.
- Do not announce prices for any event, product, or service; you may not tell our listeners that admission to a for-profit event is free or there is no charge because the FCC considers that to be a price announcement. You may say that admission to a not-for-profit event is free or no charge.
- You may describe your religious beliefs if they are relevant to the interview, but do not proselytize or evangelize; that is, do not encourage our listeners to adopt your religious beliefs, do not promote your religion over any other religion, and do not denigrate the beliefs of others.
- Do not attack the personal honesty, character, integrity, or other personal qualities of any private citizen or say anything disrespectful about any ethnic or racial group, gender, or sexual orientation.
- At the beginning or end of a short interview or, every 15-20 minutes during a longer interview, you may announce your contact information (phone number, web address, etc.) and any venue at which you will be performing or your work will be on display.
- Only beverages in spill-proof containers are allowed in the on-air studio, and these must be kept well away from the equipment, preferably outside the studio; no food is allowed.

### 3. Cleaning Protocol

#### **Programmer Studio Cleaning Protocol**

The Radio Studios are shared (co-)workspaces. To minimize the transmission of disease among staff and volunteers, volunteers and staff who used the studios must follow the following protocol:

Upon entering the station, **Wash hands thoroughly** (based on CDC recommendations).

Prior to starting your show,

- Place your **personal foam microphone cover** on the **DJ mic**. (Disposable covers are available for your guests. Contact the Radio Station Manager for these.)
- Plug your **personal headphones** into the soundboard (CRM headphone port)

Prior to ending your show and exiting the studio, please complete the following:

- **Use wipes to clean areas you come in contact with.** These surfaces include door handles, phones, microphones, microphone arm, the top of console knobs (avoiding areas where liquid could damage equipment), the tops of buttons (but not where electronics could be damaged), desk lamps, computer keyboard & mouse, chair arm rests and chair adjustment knobs. Wipe down horizontal surfaces such as tabletops, desktops and other **touched surfaces** where droplets could land.
- **Do not dry the surface after using the disinfectant wipe.** The surface that you are disinfecting will need to stay wet for the amount of time listed on the label. This step is important because the contact time is what is required to kill germs.
- **Do not spray anything directly on the radio board or microphone.**
- **Wash hands thoroughly** (based on CDC recommendations) before leaving the station.
- Management will supply disinfecting wipes for you to use. Please throw them in the **trash can**. As we currently understand, they are not recyclable.

Microphone windsocks are washable with soap and water. Replacement windsocks and windsocks for guests can be purchased through the office for \$6.

Headphones and adapters can be purchased through our office. \$20 for headphones, \$2 for adapter.

Thank you for your participation to minimize disease transmission. **It takes ALL of US to make this successful**

#### **Programmer Studio Cleaning and Show Transition Protocol Agreement**

In the interest of health, safety and respect, I, \_\_\_\_\_, agree to adhere and execute the following procedures:

1. I will not come in for my volunteer broadcast shift(s) if I am feeling ill at all; have flu-like symptoms, cold symptoms, fever; or have household members who are ill. I will alert the Office Manager and the Radio Station Manager.

2. **I will wash my hands thoroughly before entering the on-air studio.**
3. I will follow and execute the cleaning protocol for the studio **before I begin my show**, unless I have just seen the previous programmer clean the studio.
4. During the transition to another live programmer, **I will wipe down all surfaces** as instructed (see Programmer Studio Cleaning Protocol) and will have the DJ station cleaned and available to the following programmer **at least 3 minutes** before the start of the next show.
5. If no live programmer follows my show, **I will wipe down all surfaces** as instructed (see Programmer Studio Cleaning Protocol) after the end of my show.
6. I will use the **personal microphone windsock** provided to me and will keep it clean and **remove it at the end of my show**. *(Please do not leave the windsock in the studio. Take it home with your other gear or store it in a plastic bag in your mailbox).*
7. I will use **my own headphones** and will remove them and any adapters from the sound board, **and the studio**, at the end of my show.
8. **I am responsible for the guest's microphone cover and headphones, as well as cleaning the guest's or co-host's area.**
9. I understand that failure to comply with this agreement may result in termination of my ability to use the studios.

Programmer Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
WSLR Radio Station Manager Date \_\_\_\_\_

#### 4. Preemption Policy

##### **WSLR Programming Preemption Policy**

Programmers should be aware of what is playing when they come into the studio. They need to check the source that is being used on the Board (Megaseg, Internet, CD, etc) and make sure they do not do anything to affect the outgoing source before the start of their program. Programmers should not start their program early – they should begin and end at the designated time. If Megaseg is running it is often a scheduled program and it should not be interrupted.

There are reasons that a pre-recorded or live program might be preempted:

##### **Reasons for Preemption:**

1. Audio Quality – if audio quality is not consistent with WSLR standards.
  2. Technical Malfunction – If a program is repeating, skipping, etc.
  3. Programmer Absence – If a programmer fails to show up and has failed to schedule a substitute. If this happens repeatedly, the program will be suspended.
  - 4 FCC Violations – profanity, obscenity, repeated promotional violations/commercial content.
  5. Programmer Under the Influence of Drugs/Alcohol – WSLR policy prohibits programmers operating studio equipment while impaired.
  6. Programming not consistent with WSLR mission statement
  7. Special programming: elections coverage, emergencies, Homelessness Marathon.
- Programmers will be given as much notice as possible if their show is to be preempted for this reason.

Adopted 7/2011

## 5. Facebook Programmer Page Policy

**WSLR Programmer Facebook Page Policy 2015**

As a Programmer at WSLR you will be invited to join our closed facebook page where Programmers and Management may communicate with each other.

It may be used when needing subs, talking about your show – interviews, special events, or getting info from the office regarding meetings, policies, studio equipment, station broadcasting issues, etc.

This page is intended for professional and respectful communication about WSLR related topics only.

Meaning, it is not for personal posts, political, religious or current event opinions, suggestions, concerns or complaints about the station.

Please contact the office by phone or email with any station questions, suggestions or concerns or complaints you may have and we will get back to you as soon as we can.

I \_\_\_\_\_ have read and understand and will adhere to the policy and outline above.

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

## 6. Anti-harassment Policy and Complaint Procedure

### **WSLR+Fogartyville Anti-harassment Policy and Complaint Procedure Adopted by the Board of Directors March 21, 2022**

WSLR+Fogartyville strives to create and maintain an environment in which people are treated with dignity, decency and respect. The environment is characterized by mutual trust and the absence of intimidation, oppression and exploitation. WSLR+Fogartyville will not tolerate bullying nor unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees and volunteers, WSLR+Fogartyville will seek to prevent, correct and discipline behavior that violates this policy. (Reference Anti-Bullying Policy)

All employees and volunteer staff, regardless of their positions, are covered by, and are expected to comply with, this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or volunteer who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment or access to volunteering as determined by management.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, are in violation of this policy and subject to discipline as determined by the Board of Directors.

#### **Prohibited Conduct Under This Policy**

WSLR+Fogartyville, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

#### **Discrimination**

It is a violation of WSLR+Fogartyville's policy to discriminate in the provision of employment and volunteer opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

#### **Harassment**

Courteous, mutually respectful, pleasant, noncoercive interactions between employees and volunteers that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment. As there can be different interpretations, it is important to have clear communication and permission in these interactions.

In situations where this is not the case, WSLR+Fogartyville prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or volunteering on behalf of WSLR+Fogartyville.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status or other protected status, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

### **Sexual harassment**

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under WSLR+Fogartyville's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working or volunteering environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment or volunteering.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's or volunteer's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

### **Retaliation**

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

### **Confidentiality**

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and management will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files.

### **Complaint procedure**

WSLR+Fogartyville has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. Our organization will treat all aspects of the procedure confidentially to the extent reasonably possible. In the event of a complaint being lodged against a manager hired by the Board of Directors, the complaint will go to the Board.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. Management may assist the complainant in completing a written statement or, in the event an employee or volunteer refuses to provide information in writing, a member of the management team will dictate the verbal complaint.
2. Upon receiving a complaint or being advised that violation of this policy may be occurring, management will notify other management members and the Board of Directors, and will review the complaint.
3. Management will initiate an inquiry to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. If necessary, the complainant and the respondent will be separated during the course of the inquiry.
5. During the inquiry, the Management conducting the inquiry will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred. Mediation may be utilized during this process.
6. Upon conclusion of an inquiry, the person conducting the investigation will submit a written report of their findings to the organization. If it is determined that a violation of this policy has occurred, management will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
  - a) the severity, frequency and pervasiveness of the conduct;
  - b) prior complaints made by the complainant;
  - c) prior complaints made against the respondent; and
  - d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the inquiry is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, management may recommend appropriate preventive action.

7. Management will review the inquiry report and any statements submitted by the complainant or respondent, discuss results of the inquiry with other management staff as appropriate, and decide what action, if any, will be taken.
8. Once a final decision is made, management will meet with the complainant and the respondent separately and notify them of the findings of the inquiry. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and
9. Based on the mission of this organization, we utilize mediation as our form of resolving disputes.

## 7. Bullying policy

### **WSLR+Fogartyville Bullying Policy**

Adopted by the Board of Directors on March 21, 2022

#### **INTRODUCTION**

WSLR+Fogartyville (the 'Organization') is committed to creating and maintaining a workplace environment which fosters mutual respect, integrity and professional conduct. In keeping with this commitment, the Organization has established this Policy and a set of reporting/investigation procedures for all employees relating to the issue of workplace bullying. The Organization will not tolerate bullying in the workplace and will make every reasonable effort to prevent and eliminate conduct which falls within the scope of this Policy.

#### **APPLICATION AND SCOPE**

All Organization employees, volunteers, Directors and officers are covered by this Policy. This Policy applies to all activities which take place on the Organization's premises (including interpersonal and electronic communications), or which are directly connected to the workplace and during any employment-related duties or activities, including conferences, training sessions, travel and social functions.

#### **DEFINING WORKPLACE BULLYING**

WSLR+Fogartyville defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates WSLR+Fogartyville's Mission and Core Values, which clearly states that everyone will be treated with dignity and respect.

WSLR+Fogartyville considers the following types of behavior examples of bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.

#### **EMPLOYEE'S and VOLUNTEER'S RIGHTS, ROLES AND RESPONSIBILITIES**

Each and every employee/volunteer of the Organization is expected to support the implementation of this Policy by:

- conducting themselves in a manner which demonstrates professional conduct, mutual respect for others and which honors diversity in the workplace;
- not engaging in the bullying and harassment of others;
- participating fully and in good faith in any resolution process or formal complaint and investigation process where they have been identified as having potentially relevant information;
- reporting any bullying and harassing behaviors which they experience or observe in the workplace which may be in violation of this Policy; and
- respecting the rights to personal dignity, privacy and confidentiality pertaining to this Policy.

#### **MANAGEMENT ROLES AND RESPONSIBILITIES**

While every employee is responsible for maintaining and contributing to an environment which is free from bullying, those in positions of authority over staff carry more responsibility than other employees within the Organization. Management personnel have additional obligations to make every reasonable effort to establish and maintain a workplace free of bullying or harassment. Related to this Policy, their responsibilities include but are not limited to:

- ensuring that employees have full access to information regarding employer policies and standards;
- respecting the rights of all parties to a fair, equitable and confidential process for responding to complaints;
- providing support to all those who participate in a problem-solving process; and
- enforcement of corrective and/or disciplinary measures, where applicable.

#### **REPORTING and INVESTIGATION PROCEDURES**

Individuals who feel they have experienced bullying should report this to management before the conduct becomes severe or pervasive. All staff, including volunteers, are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow WSLR+Fogartyville to take appropriate action. Persons found in violation of this policy will be subject to discipline, up to and including termination.

**Please refer to the Complaint procedure documented in [WSLR+Fogartyville's Anti-Harassment Policy](#) for further details.**

#### **ANNUAL REVIEW AND RELATED MATTERS**

This Policy and the Reporting and Investigation Procedures which apply to it will be reviewed annually by the Organization's Board of Directors and Management and any changes to this Policy and the related Reporting and Investigation Procedures will be communicated to all persons to whom this Policy applies.

Employees will be provided with a copy of this Policy and the related Reporting and Investigation Procedures and are required to acknowledge that they have read this Policy when they are engaged or when this Policy and the related Reporting and Investigation Procedures are introduced or significantly revised.

## 8. On-air Disclaimers

### **WSLR DISCLAIMERS**

#### **FOR TALK PROGRAMS – CONTENT DISCLAIMER**

The views, comments and opinions that come from our interviews, shows, on-air personalities and from our call-in guests are uncensored and those views and opinions can be wide-spread and extremely diverse. The opinions or views expressed by same, do not necessarily reflect the views or opinions of WSLR, our staff, or volunteers.

**FOR EXPLICIT LYRIC CONTENT MUSIC SHOWS that air in Safe Harbor (11pm-5am); Shows outside this time frame should not be playing content that requires this disclaimer.**

Some of the material to be played on the show tonight contains lyrics deemed as ‘adult in nature’. It is possible that some individuals may find particular lyrics offensive. WSLR makes a conscious effort to remove any lyrics that are just plain vulgar or ones that we feel are not fitting for community standards.

#### **SPECIFICALLY FOR HEALTH SHOWS**

The station, its representatives, guests, and callers do not provide medical advice of any kind or nature or any kind of medical treatment or diagnosis. All medical or health related information contained in the \_\_\_\_\_ Show is not intended to be a substitute for your physician or for professional medical advice and is being provided for general information purposes only.

## 9. PSA Policy & Procedures

### **Public Service Announcement (PSA) Definition:**

In the United States a public service announcement (PSA) is defined by the Federal Communications Commission (FCC) in a formal and detailed manner. A PSA is "any announcement (including network) for which no charge is made and which promotes programs, activities, or services of federal, state, or local governments (e.g., recruiting, sale of bonds, etc.) or the programs, activities or services of non-profit organizations (e.g., United Way, Red Cross blood donations, etc.) and other announcements regarded as serving community interests, excluding time signals, routine weather announcements and promotional announcements."

### PSA Policy and Procedures

As part of our service to the community, WSLR reserves a limited amount of air time for public service announcements (PSA). WSLR works hard to include a wide variety of organizations whose work and information is of interest to our community in our public service announcements. WSLR does not guarantee nor will it provide affidavits for the number of readings or times of day for PSA submissions. Copy read will be brief, edited to conform to station and FCC restrictions for public radio announcements. WSLR will include organization phone numbers to contact for more information. WSLR reserves the right to edit all copy. Due to the number of submissions, PSAs submitted in a press release format can no longer be considered. (To submit a press release to our News department, please e-mail [news@wslr.org](mailto:news@wslr.org).)

Events that **do not** qualify for WSLR's PSA program include:

- Events which are not open to the public.
- Bake sales, barbecues, car washes and other similar types of fundraisers.
- Weekly or monthly meetings. Exceptions are made when a speaker or artist of significant note will be appearing.
- Typically WSLR does not accept programming events from religious organizations, unless for concerts and lectures of general interest.
- Recorded material that is not approved by the programming committee.
- Events hosted by for-profit companies. **PSA's are reserved for the sole use of non-profit organizations.**

Information sent to WSLR must be received at least two weeks before your event. To be considered for broadcast, the following information must be included:

- Name of event and sponsoring organization
- Date and Time the event will take place (with multi-day events, plays, etc., please include individual dates and times)
- Location of event (include street address)
- Description of event
- Phonetic pronunciation of unusual names.
- Contact name and telephone.

### **Checklist**

Follow the prescribed layout exactly and double-check every detail on the checklist below. PSAs received out of format are edited as time allows, often delaying the first air date for the PSA.

- *Sentence Format* - Write only in complete sentences, using upper case letters, and always double-space the copy in a 12-point font (or larger) for clear, professional delivery by announcers.

- *Timing* - Time the copy by reading aloud, slowly, to 15 seconds maximum. If you wish to provide a separate, longer version of copy, timed to 25 seconds, you may, but we must receive one 15 second version.
- *Schedule Date* - Provide a clear end date for the PSA (date of the event) on the lower right-hand corner of the page.
- *Closing* - End your copy with: "the number (or website) for information is . . ." Or, "the number (or website) for tickets is . . ." (A phone number or website is required.)
- *Non-Commercial Tone* - Do not use call-to-action verb phrases (example: do not use the word "call..." or phrases such as, "join us for..." "come celebrate..." "visit..." or "you're invited to..."). We appreciate your help maintaining our distinctive, non-commercial delivery, valued highly by our listeners.
- *Language* - WSLR does not air PSAs with comparative language ("Sarasota's finest...performs"), as there are many exceptional groups in similar fields in Sarasota.
- *Prices* -Mentioning the price of a concert ticket, that a discount exists or even that an event is free is all prohibited by the FCC. Free is still a price.

### **Example**

#### **BRASS ENSEMBLE**

THE SMITHSONIAN BRASS ENSEMBLE PERFORMS WORKS INCLUDING BACH AND PAULUS ON WEDNESDAY, NOVEMBER THE TWELFTH AT EIGHT P.M. IN THE TUCKER COMMUNITY CENTER. THE NUMBER FOR INFORMATION IS 770-939-0000.

Timing: 15 seconds

The following is not allowed:

- Fundraising messages for any organization
- PSA's for any political organizations, or in support for or against any ballot questions

The criteria used in accepting qualifying organizations and the criteria governing acceptance of announcements from such organizations, are as follows:

### **ELIGIBILITY**

#### **1. Private organizations**

Examples of acceptable private organizations are charitable and religious organizations, service clubs, publicly supported arts organizations, etc. To be eligible, these organizations must:

- a. have a permanent office in Sarasota, not be profit-oriented, be registered with the State of Florida as charitable organizations and in a position to assure contributors that their financial contributions will be deductible for income tax purposes;
- b. conduct activities that are generally perceived by the public as serving the Sarasota community as a whole.
- c. be approved by the Programming Committee.

#### **2. Public organizations**

Examples of acceptable public organizations are departments or agencies of the federal, state or local governments, dealing with traffic safety, fire prevention, energy conservation, alcoholism and drug abuse, recreational and artistic activities, election information, etc.

### **CONTENT OF ANNOUNCEMENTS**

1. WSLR does not provide free time to broadcast messages that advocate a point of view or course of action on a public issue. For the purpose of this policy a public issue is a matter about which there is significant difference of opinion and that is or is likely to be the subject of public debate. Public service announcements that attempt to influence listener or viewer attitudes on a public issue are subject to review by the Programming Committee.
2. Announcements must deal with public service activities of the organization and not with activities that serve only their private interests.
3. Promotion of religious doctrines or ideologies is not acceptable.
4. Persons holding political office and senior government officials may not normally be named or appear in public service announcements.
5. The organizations on whose behalf a public service announcement is broadcast must be identified.