

TUFTS FREEFORM RADIO



2013 Policy & Procedure Review

What is a DJ Agreement?

- Your contact information
- Information we need to get you card access
- A review of our general policies
- A record for us that you have read our general policies and agreed to follow them

Who Needs to Turn in a DJ Agreement?

- All regular DJs
- All subs
- Anyone else who requires card access or uses our facility, including:
 - MD volunteers
 - Engineers
 - Ops volunteers

Who Needs to Turn in a DJ Agreement?

- You need to turn in a DJ agreement every season you will need card access
- You only need to turn in one DJ agreement per season

How has the Show Form changed?

- Circle 15 show time possibilities on the schedule table
 - If you want a two hour show, circle two-hour blocks
- List your top nine show time preferences
- New check box reminder
 - Attach show forms for all affiliated DJs

Our Policies

Existing Policies

- Don't eat or drink in the studio
- Don't fix, modify, or remove station property
- Zero tolerance for drugs and alcohol
- Log broadcasted media on Spinitron
- Submit sub requests (3 per semester)
- Volunteer 5 hours per semester (3 non-sub)
- Join and read WMFO-Staff and WMFO-Sublist
- And more!

What has changed?

- Two new additions to the policy section
 - Profanity
 - Discrimination and sexual harassment

Profanity

- There is no "safe harbor"
- WMFO has a zero tolerance policy for profanity expressed over the air
 - No swearing in conversation over the air
 - No swearing in live or recorded material played over the air
 - No swearing from callers

Discrimination and Sexual Harassment

- Violations of Tufts University's official non-discrimination and/or sexual harassment policies will not be tolerated
- Violations may result in immediate expulsion

What is Tufts University's non-discrimination policy?

- "Tufts prohibits discrimination against and harassment...because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status...or any other characteristic protected under applicable federal or state law. Tufts also prohibits retaliation based on protected activity, such as the filing of a complaint of discrimination or participation in the investigation of such a claim."

What is unlawful discrimination?

- "Unlawful discrimination is the unfair or unequal treatment of an individual (or group) based on certain characteristics that are specifically protected by law or University policy against discrimination."

What is sexual harassment?

- "Sexual harassment is a form of sex discrimination. It includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature or conduct directed at a person because of his or her sex/gender when: such conduct is made an explicit or implicit condition of an individual's academic status or employment; or refusing or submitting to such conduct is used as basis for academic or employment decisions; or such conduct, whether verbal or physical, unreasonably interferes with an individual's academic or work performance by creating an intimidating, hostile, or sexually offensive environment in which to work or to learn. In addition, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment."

Sexual harassment is...

- "sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an educational environment or a work place environment that is sexually hostile, offensive, intimidating, or humiliating"

Inexhaustive list of examples of sexual harassment

- "unwelcome sexual advances - whether they involve physical touching or not"
- "unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments, threats, or innuendos of a sexual nature"
- "unwanted physical contact such as touching, hugging, brushing against a person's body, impeding or blocking movements"
- "gender harassment, including sexist statements and behavior that convey insulting, degrading, or sexist attitudes"
- "persistent and unwanted requests for dates; unwelcome and inappropriate letters, telephone calls, email, texts, graphics, and other communications or gifts"
- "direct or implied threats that indicate that submission to sexual advances will be a condition...status [or] promotion"
- "sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (verbal, written, email, text messages, etc.)"
- "the display of inappropriate sexually oriented materials in a location where others can view them"

I want to know more!

- Download the full non-discrimination policy:
<http://ase.tufts.edu/lgbt/documents/non-discriminationPolicy.pdf>
- Download the full sexual harassment policy:
<http://oeo.tufts.edu/wp-content/uploads/Sexual-Harassment-Policy-December-2012.pdf>
- Visit the Tufts Office of Equal Opportunity and Affirmative Action's website:
<http://oeo.tufts.edu/>

Policy Violations

Policy Violations

- All policy violations are punishable at the discretion of the WMFO Executive Board

General Process (may be modified by the Executive Board)

- Broke a rule?
 - One written warning via e-mail
- Broke multiple rules?
 - May be subject to immediate retraining or suspension
- Problem persists?
 - Suspension for up to one month
- Another violation?
 - You can be expelled from WMFO for one semester
 - Conditions upon return (retraining or other punitive measures)

Violations

- You are responsible for the behavior of your guests
- Behavior punishable at the discretion of the WMFO Executive Board

Card Access: An Overview

Card Access

- A list of station members is submitted to TUPD every season
- Tap and swipe your card to prevent expiry
- Access does not carry over between seasons

Help! My card stopped working!

- Contact pd@wmfo.org

I can't access the Music Department Office or Studio B!

- Already trained?
 - Make sure you submitted a DJ Agreement
 - Contact pd@wmfo.org
- Trained recently?
 - Make sure you submitted a DJ Agreement
 - Contact md@wmfo.org or ontheside@wmfo.org to make sure they have your information
- Not trained?
 - Contact md@wmfo.org
 - Contact ontheside@wmfo.org

Summary

Important Dates

- Show forms due by 5 p.m. on Saturday, May 11th
 - Missed the deadline? Email them to pd@wmfo.org
- Existing schedule ends Friday, May 17 at 11:59 p.m.
- New schedule begins on Saturday, May 18th at midnight