



RADIO STATION
HANDBOOK
FOR
CODE OF CONDUCT
&
STAFF EXPECTATIONS
GUIDELINES

OPERATING PHILOSOPHY

It is the belief of the Olivero Broadcasting Group that the Listener Comes 1st! The way we strive that is through quality DJ's that wants to **GIVE THE LISTENER WHAT THEY WANT TO HEAR WHEN THEY REQUEST IT.**

We are all here to have fun! Yet we are here to work as well. If we are to have people think of us as a professional radio station and Broadcasting Group then we must act respectful and professional. In the hopes of resolving some situations before they start we have put together a few rules that the DJ's are to adhere to. Most of these rules really shouldn't even have to be stated if you are a respectful Person!

ATTENDENCE

DJ's are required to show up 15 to 20 min. before their shift so they can be prepared to take the radio station and let the DJ on duty know they are there. If this is not possible please contact a manager or the DJ on duty to notify them of computer trouble etc.

If your station has a firm schedule and you have a specific time slot, it is up to you, as the upcoming DJ set to broadcast, to let the on-air DJ and the Station Manager know if you will not be taking the station handoff. This will eliminate confusion and dead air time. If you can, and it's agreeable with your Station Manager, please make an attempt to find a replacement DJ from the station staff that is willing to cover for you.

Meetings called by station owners, managers, or OBG are MANATORY! Unless you have a prior job, school, etc to attend that causes a conflict with the meeting time. Please let us know of the conflict.

DISORDERLY CONDUCT/DRAMA/HARASSMENT

Any type of disorderly conduct, whether it is in a shout box, instant messenger, meeting, etc will NOT be tolerated and you will be dismissed and server banned. The Company has a Zero tolerance for bad conduct from staff. How long the server ban will depend on the type of conduct and you will be banned from all servers that OBG operates.

Owner operators with poor conduct will get a fine from the company. Owner Operator fines start at \$100 for any harassment or vulgar language used. Especially in meetings. All owners are required to keep a business temperament during meetings no matter the situation. NO THREATS OR IMTEADATION PERIOD. OWNER OPERATORS AND GENERAL MANAGERS ARE TO SHOW THE OTHERS THEY ARE THE MOST PROFESSIONAL!

The company will not tolerate any harassment of any kind. This is a fun hobby and listeners and DJ's are to come here to RELAX and HAVE FUN and not be put down.

Anyone violating the law based on someone's race, sex, age, religion, national origin, disability, or any other category protected by law will be banned from the servers and possibly reported to the law if necessary.

No harassment between stations will be tolerated either.

SOFTWARE

There are many types of software used by the DJ's. This section will cover each different type of software. DJ's are responsible for the everyday maintenance of their PC's. The DJ is also responsible to learn how to work with all company provided software. The company will provide software to its own DJ's at no charge. At the end of their employment a company official will need to remove the company software or the DJ has an option to purchase the software from the company if they wish to retain it. The purchase option will cost the DJ \$300 US dollars (Applies to the Sam Broadcaster). The company is not required to provide any other software to assist the DJ's in protecting their PC. The company may provide free 3rd party software to assist the DJ, but ultimately PC maintenance is up to each staff member to learn.

1. Sam Broadcaster - Comes in multiple versions depending on the version required for the DJ's computer based on the operating system (Windows XP, Windows Vista, etc).
2. TeamSpeak - Used for official OBG meetings and is required to be installed. The TeamSpeak account that is used for meetings is Company Property and not for personal use. (You can buy a personal TeamSpeak account from the company at anytime)
3. Yahoo, Skype, Google Talk, Windows Messenger, etc. - Daily use messengers that DJ's use to communicate, always put your status on them and advertize the station you work for. OBG operated stations this is MANDATORY!

COMPANY PROPERTY

All Servers that OBG/BHR Hosting and Shout CAST operate on are considered company property. The company reserves the right to block anyone from accessing its servers if we feel that person or company is a threat to its clients or company security.

All websites are considered company property and are also protected by copyright laws. The designers that build the sites, and the graphics contained inside are protected works. Any questions please read the Acceptable Use Policy.

All provided software is also company property, even if it comes from a 3rd party vendor.

All Rented Stations are to be edited by Company Graphic Designers. If you own your own domain or paid for it at the inception of your station we will make regular changes to your sites at no charge. If you want complete design changes those may have a cost to them by the designer you choose, and the design must be approved by the company for compliance for legal reasons. If not approved by the company, the company reserves the right to edit or remove the design to make it compliant for security or legal limitations.

TRANSFERS/ WORKING AT MULTIPLE STATIONS

Working for a 2nd station is allowed as long as it does not conflict with your duties at the 1st station. This applies to OBG operated stations. You will always need to notify us of any other station that you will be working at. If the 2nd station conflicts with OBG you may be asked to resign from us or the other station.

Owner operators have the option to keep their staff exclusive to their station. With this restriction, to work at a 2nd station you must turn in a written notice by email to that owner operator before applying to the new station. Just like a real world job, we require a 2 week minimum notification of any major staff changes to get you a replacement. The owner operator will send the company your release to work at the other station if it is in conflict with another station on our servers. If you fail to follow this policy and the new station you want to move to is on an OBG server you will be banned from all servers.

NOTICE OF RESIGNATION/LEAVE OF ABSENCE/STAFFING

All staff that is planning to resign from the company will give us a written 2 weeks' notice via e-mail. Instant Messages and verbal are not acceptable. All owner operators that wish to terminate their stations must give 30 days' written notice via the billing system. This even applies to those wishing to move to a different provider. Please see the billing policy for further details.

Leave of absence for any reason can be requested through your manager or station owner operator.

ALSO WHEN ANY OWNER OPERATOR LEAVES OBG, ALL STAFF IS TO REMIN WITH OBG UNLEES THE STAFF MEMBERS LIVE IN THE HOUSEHOLD OF THE OWNER OPERATOR. If staff wants to remain with the owner operator with out the owner operator getting a contract fine. They need to follow the Resignation policy and get approval from the company BEFORE the END of THE owner operator's term with OBG.

ALL STAFF (EVERYONE) ON ANY STATION MUST FILL OUT THE APPROVL FORM TO USE ENCODERS AS OF JUNE 01, 2010. ALL NEWHIRES WILL HAVE TO FILL OUT THE FORM ALSO. ENCODERS WILL BE SUSPENDED UNTILL ALL STAFF IS IN COMPLIANCE.

STAFF INFO/LISTENER INFO

Staff from every station on the server must keep up a current file with OBG, including Address, Phone, ETC and a Current IP Address. The company will keep current records on all staff, regardless of the station they work for on the servers.

All personal information is to remain private and will not be sold to 3rd party companies.

IP address info is never to be accessed by anyone but a SERVER MASTER. If anyone is caught accessing IP address info for personal gain of any reason will be terminated, banned and turned over to the law.

CHAIN OF COMMAND

Every Station has a chain of command to follow when there are problems/questions. Please always follow the chain of command. That does not mean we don't have an open door policy when necessary. Also when software needs to be repaired contact management (OBG operated Stations) and a ticket will submitted for the repairs.

Here is a list of the chain of command

- a. 1st Shift Manager/DJ Manager
- b. 2nd Station Manager
- c. 3rd Station General Manager
- d. 4th Owner Operators

ALL POSITIONS ABOVE ARE BASED ON YOUR STATION(S) AND MAY VARIY

- e. 5th Operation General Manager (OBG)
- f. 6th Owner and Co – Owner (OBG) (only if and when all other options have been attempted)

I AGREE THAT NOTHING CONTAINED IN THIS GUIDEBOOK SHALL BE DEEMED TO CREATE AN EMPLOYMENT CONTRACT BETWEEN OLIVERO BROADCASTING GROUP / BHR HOSTING & SHOUT CAST AND MYSELF FOR EITHER EMPLOYMENT OR FOR THE PROVIDING OF BENEFITS AND OR PAY. ALL POSITIONS ARE STRICTLY ON A VOLUNTARY BASIS.