



ACCESS CARD FORM

DECLARATION

DECLARATION STATEMENT

All volunteers/members are expected to act within accordance of the values and standards of the organisation. Fresh 92.7 and Radio Adelaide will ensure that all volunteers work in a safe environment.

PURPOSE OF THIS DECLARATION

Fresh 92.7 and Radio Adelaide both rely heavily on the unpaid work of volunteers and values their contribution highly. In order to carry out such contributions volunteers and members often require access to the building – at times after usual business hours.

This declaration is intended to ensure that volunteers working in the building have the ability to work safely, considerately and securely.

WHO IT APPLIES TO

This policy applies to all station workers, which includes:

- All station workers including all paid staff and volunteers
- Students, interns and others on work experience

DECLARATION TERMS AND CONDITIONS

1. I understand that I am responsible for the security of my access card and will not give/loan to another individual either inside or outside of the organisation. I understand that doing so is a breach of security and may result in my card being revoked.
2. I understand that on receiving my access card I will be responsible for paying a \$10 deposit via cash or card to Administration. I also understand that I will only receive this deposit back upon undamaged return of my access card.

3. I understand that the loss of an access card MUST be reported to Administration immediately for deactivation and my deposit will not be refunded. If I require a replacement access card, I will be required to pay another \$10 deposit.
4. Upon completion of my time at the station, I understand that I must return my access card within the nominated time frame (2 Weeks). Failure to do so will result in a loss of deposit.
5. I understand that it is my responsibility to ensure all guests organised by myself have signed in on the nominated station guest book. It is also my full responsibility to ensure they sign out upon departure from the building.
6. I agree that it is my responsibility to maintain security within the building. In doing so I will ensure no doors are left open under any circumstance including the front door or members/studio area security door. I will also not let anyone into the building who does not have an access card or a valid station ID card.
7. I agree that my access card is only to be used to gain entry into the building for station purposes and I will never allow unnecessary people into the station including friends/family etc. without prior permission from the stations GM.
- 5.2 I understand and respect that failure to maintain this agreement will result in my access card being cancelled without refund.

SIGNED FOR AND ON BEHALF OF: RADIO ADELAIDE

Print Name:

Position:

Signed:

Date:

SIGNED BY MEMBER/VOLUNTEER/STAFF

Print Name:

Position:

Signed:

Date:
