

WOOL-FM HOST CONTRACT



Host Name

IF UNDER 18 CHECK BOX & SEE BELOW

WOOL is a volunteer-run community station operating according to our bylaws, policies, procedures, and rules, and bound by FCC statute. From time to time these will be amended. By signing this form you agree to the station's regulations and indemnify the station against problems arising from your noncompliance with those regulations.

Section 1: Host Contract

1. You have read, understand, and agree to follow all station policies, procedures, and rules as detailed in the WOOL training manual, and/or on the station's website, and/or posted at the station. You agree to familiarize yourself with and adhere to all relevant FCC regulations. You understand and agree that these policies, procedures, rules, and regulations may be updated and changed from time to time.
2. You agree that you will remain a member in good standing. Regular cohosts and permanent guests must also be current members, and must successfully complete host training. All visitors are subject to all policies, procedures, rules, and regulations; you understand that their actions are your responsibility.
3. You agree that your broadcasts and actions in the studio will not violate WOOL's anti-discrimination policy.
4. You will not accept financial compensation for the production of your broadcasts, and will not use your broadcast for personal or professional gain or consideration for yourself or others.
5. You will respect the security of the building, and not give out lockbox combinations or door codes to anyone, ever. You will not smoke in the building. Alcohol and illegal substances are prohibited on station property. (Alcohol may be present at special events if sanctioned by the Board of Directors.)
6. You accept the responsibility of keeping the station clean and tidy: put things away where they belong; reset equipment you've used; take your trash and recycling home with you; vacuum the floor if needed; etc.
7. You agree to volunteer five hours off-air at the station each year; attend at least two hosts meetings each year; assist with station fundraisers, promotions, and activities; and additional training from time to time.
8. Unauthorized use, intentional misuse, theft, and vandalism will result in immediate disciplinary action, including revocation of broadcasting privileges. Vandalism includes unreported accidental equipment damage. Borrowing station materials or property without Board authorization will be considered theft.
9. It is your responsibility to report your inability to do your scheduled show, in advance, to the Host email list and secure another trained host in good standing to substitute for you that week. Reasonable, timely effort to secure a substitute must be demonstrated. If you miss three shows in a row without permission from the Board of Directors, you may forfeit your place on the schedule.
10. You agree to be responsible for all costs including but not limited to fines, penalties, legal fees, and court costs arising from your acts or omissions in violation of the rules and regulations referenced above.

THIS IS A LEGAL DOCUMENT. UNDERSTAND IT BEFORE SIGNING.

Host Signature & Date

Parent/Guardian Signature & Date

Section 2: Parental Authorization & Indemnification of Station

Great Falls Community Broadcasting Company (GFCBC), also known as WOOL, is a community radio station operating under FCC license. The person named above (the “Youth Member”) is a member of the station under the age of 18 and has applied to host a program for broadcast on WOOL.

Program Hosts are responsible for the content of their shows and are subject to the rules and regulations of the station and the Federal Communication Commission. WOOL is run entirely by volunteers. WOOL provides no transportation or reimbursement for services rendered by the member.

As the parent or guardian of the above-named Youth Member, your written approval is required to allow the applicant to work as a program host during certain hours per the applicant’s request, subject to current and future rules of the station.

Parents/guardians may restrict those hours with notification to the station. If a requested time for a student falls during regular school hours, an additional approval from the sending school will also be required before any show time will be granted.

As parent/guardian, you authorize the participation of the Youth Member listed above in the activities of the station. You, the parent/guardian signing here, accept responsibility and indemnify GFCBC for any actions taken by the Youth Member that are in violation of any law or municipal code or in violation of regulations set forth by the FCC with regard to broadcasters. You further agree to assume financial responsibility for any and all damages caused by the Youth Member, if deemed to be through negligence or in willful violation of rules set out by GFCBC.

THIS IS A LEGAL DOCUMENT. UNDERSTAND IT BEFORE SIGNING.

Parent/Guardian Signature, Address, Phone

Section 3: Harassment Policy

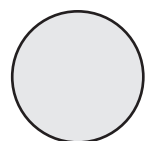
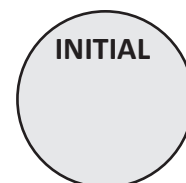
Policy On Sexual and Other Unlawful Harassment

Great Falls Community Broadcasting Company is founded on the belief that all members of the community are worthy of respect and consideration; our bylaws forbid discrimination based on race, color, religion, sex, sexual orientation, creed, or national origin. Our administrative policies state clearly that we do not tolerate disrespect of members of the community, and a grievance procedure with regard to violations of this policy follows.

Specific among transgressions, Sexual Harassment and Harassment in general are illegal under the laws of the State of Vermont; GFCBC will work diligently to eliminate any such behavior in our work environment.

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Harassment



If under 18, parent/guardian initial also

Harassment includes unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the work effectiveness of our employees, contract workers, and volunteers. GFCBC bylaws prohibit harassment for any discriminatory reason, and also any harassment conforming but not limited to the following categories:

- Verbal: sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds.
- Visual/Non-verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures, graphic commentaries, leering, or obscene gestures.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature. Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes, and other sexual oriented statements and unwelcome emphasizing of sexual identity. Examples include but are not limited to when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment or participation
- Submission to or rejection of such conduct by an individual is used as the basis for workplace decisions affecting that individual or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or creates an intimidating, hostile, or offensive work environment.

Consequences for Violating this Policy

An employee, contract worker, or volunteer who has been found to have violated this policy or otherwise acted inappropriately will be subject to disciplinary action, up to and including discontinuance of membership privileges, employment, and access to our facilities. Consequences will follow the grievance procedure of GFCBC as expressed in our training manual and amended from time to time.

What You Should Do if You Believe You Are Harassed

A clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees, contract workers, and volunteers who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel.

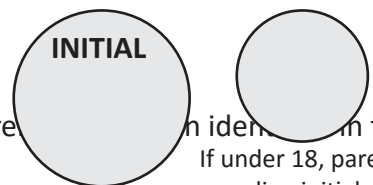
Should you feel you are being harassed and the situation is not rectified by direct person-to-person notice to the offending individual or you do not feel comfortable in making this notice to the offending individual, you should immediately report any incidents in person or by mail to the Secretary of the Board of Directors, GFCBC, PO Box 110, Bellows Falls, VT 05101 or, alternatively, to the president of the Board of Directors. All employees, contract workers, and volunteers are expected to be truthful, forthcoming, and cooperative in connection with any complaint investigation or report.

Investigation and Resolution Procedure

Informal Procedure: It may be possible to resolve a complaint through a voluntary conversation between the complaining party and the alleged harasser, which is facilitated by a member of the board or, from time to time, another committee or office of the organization. If the complaining party or alleged harasser is a

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minor under the rules of the State of Vermont, notice will be given to the parent or guardian of the minor. If under 18, parent/guardian initial also



participant's applications. The complainant and the alleged harasser are entitled to have a person of their choice accompany them to any meetings or depositions. If the complainant and the alleged harasser feel that a resolution has been achieved, the conversation will remain confidential and no further action will be taken.

If either party or GFCBC choose not to utilize the Informal Procedure, or feels the Informal Procedure is inadequate or unsuccessful, they may proceed to the formal procedure.

Formal Procedure: The Board of Directors shall complete a harassment complaint report based on the verbal allegations of the complaining party. This complaint form shall be kept in a centralized and secure location and is the confidential property of GFCBC.

a. The complaint report shall detail the described facts and circumstances of the incident or pattern of behavior.

b. An investigation shall be completed by the Board of Directors or designated authority within 21 days of the first written complaint or report. Investigations will consist of interviews with all parties and with any other parties who may have knowledge of the incident(s). In determining if allegations constitute harassment under the policies of GFCBC, GFCBC will consider all surrounding circumstances, relevant documents, the nature of the behavior, past incidents, the relationship between the parties, and the context in which the alleged infractions were said to occur. The validity of claims of harassment and infractions under this policy is based on all the facts and surrounding circumstances.

c. The Board of Directors or their designee will make the final determination of the complaints and infractions validity and will take appropriate actions based on its grievance procedures. Actions taken with regard to complaints will be consistent with the requirements of the policies of state and federal law. The Board of Directors will maintain a written report of the proceeding in each complainant's case which remain the confidential property of GFCBC.

d. The complainant and alleged harasser shall be informed of the decision of the Board of Directors or their designee within the 21 day period, and of the material terms of any disciplinary action.

Confidentiality

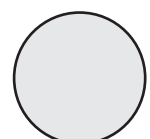
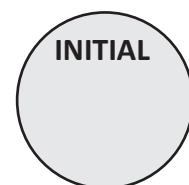
Great Falls Community Broadcasting Company recognizes that both the complainant and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with the legal and ethical obligations to investigate and take appropriate actions.

Extra-Organizations Procedures

In addition to or instead of filing a harassment complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with outside agencies or the court system. A charge of harassment may also be investigated by the Vermont Human Rights Commission and the Office for Civil Rights of the US Department of Education.

Acknowledgment of This Policy

All employees, contract workers, and volunteers participating in the operations of Great Falls Community Broadcasting Company are obligated to acknowledge their knowledge and understanding of the terms of this policy and to sign a copy of this policy as an indication of this understanding PRIOR to commencement of any activity within the direct control of Great Falls Community Broadcasting Company.



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