



***Playing  
the music  
we love...***

## WNHU CODE OF CONDUCT

Revised: 6/3/2019

## Code of Conduct for Students, Alumni, Faculty, Staff, and Community Volunteers

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WNHU is housed on University of New Haven property, and it is a core requirement that all WNHU team members observe the Charger Compact, which is “...the University of New Haven's statement of community values”;

<https://www.newhaven.edu/student-life/student-affairs/dean-of-students/charger-compact.php>

Access to the WNHU studios is a privilege and must be treated as such. This privilege may be revoked at any time.

### Campus Card

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All WNHU personnel must have a valid Campus Card, issued by the University at the Campus Card office, located in the rear of the Bookstore. If you encounter a problem with your card, you should revisit this office, or call them during business hours: (203) 932-8324.

If difficulties persist, please email Bruce Barber (bbarber at newhaven.edu)

### Campus Police and Facilities

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Please call campus police immediately should security concerns arise at (203) 932-7070. (You can also call campus police by pressing the assigned key on the phone in the main studio.) In case of a serious emergency, call 911.

If you are locked out of the building, use the Campus Police non-emergency number, (203) 932-7014.

If you experience a problem involving the physical space (heating and cooling, plumbing, etc.), please notify the UNH Facilities Department at (203) 932-7087

### Community Volunteers

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If you are a community volunteer, you should arrive at the studio no earlier than :45 and no later than :55. As stated in the WNHU training protocol, “If the OOD (operator on duty) has not arrived by :55, the automation should play.”

If you arrive past :55, you must wait until your second hour to begin your show.

At the end of your show, please exit the studio as quickly as possible so the next show can settle in. You should ensure the studio is organized and your belongings have been removed, and you should leave building no later than 15 minutes after your show.

If you are unable to perform your show, you are required to notify the station manager (rebeccasatzberg at wnhu.org) and cc the general manager (bbarber at newhaven.edu) in advance. In the event of a last-minute emergency, you may send the notification as soon as you are able to do so. (Automation will run in place of any missed shows.)

## Correspondence and Communications

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You must provide us with a working email address that you check regularly, as well as a phone number. You are required to employ proper etiquette in all matters relating to station business. This applies to email messages, postings on social media, and interactions with members of our listening audience, as well as our volunteers and members of our leadership team. All station correspondence should be directed to the station manager (rebeccasatzberg at wnhu.org) and cc'd to the general manager (bbarber at newhaven.edu).

## Disciplinary Action

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Any staff member found in violation of FCC, station or University rules and policies may be subject to disciplinary action such as, but not limited to: warnings, suspensions, or loss of your privileges.

Serious incidents — at the discretion of the leadership team and the general manager — will be referred to the campus police department and the University's administration for adjudication. Minor incidents will be handled by the WNHU leadership team.

Disciplinary action may result from;

1. Violation of or disregard for station policies outlined in the WNHU Code of Conduct and training protocols.
2. Violation of or disregard for University rules and/or the Charger Compact
3. Violation or disregard for FCC rules and regulations while on the air. (If a fine is levied by the FCC, the individual who is guilty of the infraction can also be held liable for payment of the fine.)
4. Misuse of station equipment and/or facilities.

Incidents are to be reported to the station manager and copied to the general manager via email.

A first offense will result in a warning via email, and repeated offenses may result in immediate disciplinary action that may include suspension or termination. Notices will be issued by the

leadership team via email stating the reason for the action taken, along with terms for reinstatement, if applicable.

You may be held financially responsible for any damage that occurs to University property during your time in the building.

*\*\*Community volunteers should be aware of the fact that if disciplinary action of any kind has been taken, program renewals/time slots could be placed in jeopardy.*

## **Drugs and Alcohol**

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As per the University's policies, drugs and/or alcohol are not allowed on the premises. Smoking in (or near) the building is also prohibited.

## **Equipment**

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You may not alter station equipment, PCs or software in any way. This includes presets on the Axia boards in the main studio, WNHU-2 and production, and the track lighting in the studios — altering station equipment in any way is grounds for immediate dismissal from the station.

If you wish to use third party turntables and deejay rigs, you must get written permission from the station manager (rebeccasatzberg at wnhu.org).

## **Food and Beverages**

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Food is not permitted in any of the WNHU studios at any time. (Food may be consumed in the student lounge in the basement.)

Beverages must be kept in the lounge or in the hallway outside the studios, with the exception of SEALED water bottles, which may be kept on the floor of the studios, but not on the desks and equipment.

## **Guests and Visitors**

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WNHU hosts may not have guests and or visitors in the studio unless permission has been granted by the station manager, (rebeccasatzberg at wnhu.org) with as much advance notice as possible. Requests should include names and contact information for all guests and visitors, as well as an explanation for the requested visit.

Guests are welcome on WNHU-2 (and in the production studio and student lounge) as long as they are affiliated with the University. No more than three guests may be in a studio at any given time, and all guests must be aware of station policies, including those regarding food and drinks, acceptable language, volume levels, parking, and the possession/use of drugs and alcohol.

## **Parking**

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You may apply for a parking permit with campus police (located behind the bookstore) and must abide by all campus parking rules.

You may not park in the station driveway or in the small lot behind the station, as these areas are under the control of PERCO, the University's landscaping contractor.

## **Promotions, Compensation and Fundraising**

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You may not promote businesses, services, or events unless directed to do so by the leadership team. You may not offer promotional giveaways of any kind. You may not accept tickets, CDs, promotional items or compensation of any kind, and you may not fundraise for the station unless directed to do so by the leadership team.

## **Security Cameras**

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We have access to the security cameras located throughout the building and will check footage should problems arise.

## **Show descriptions**

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All FM hosts are required to provide a show description and in-studio photograph. The description should contain a biographical paragraph about the host(s) and a paragraph describing the program itself. The photo should be square and should include the mic flag with the WNHU logo.

## Social Media

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You may not post controversial comments/material on social media accounts and web pages associated with your show, the University of New Haven or WNHU in your role as a representative of the station.

You are encouraged, however, to create a show-specific social media account, which we will link to from your WNHU show page at WNHU.org. (These social media accounts *may* be used for some of the things not permitted on the FM, including “shout outs”, birthdays, dedications, events calendars, etc.)

## Studio Condition

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The WNHU studios must ALWAYS be left in a clean, orderly condition;

1. Automation should be faded up to the proper position for optimal levels.
2. All other faders should be faded down, and only “PGM 1” should be selected for the faders (and for “MONITORS”).
3. The “MONITORS” volume should be set to approximately ¼ in the small “CONTROL ROOM” display.
4. The CD players and the studio PC should be powered off.
5. The mics (and chairs) should be returned to their proper positions.
6. The laptop stand (and the aux and power cables) should be returned to their proper positions.
7. Notes and personal items should be removed.
8. The shade should be drawn one quarter of the way down from the top of the studio window to the first row of small windows.
9. The lights should be turned off.
10. The door should be propped open using the kick stop.

If you notice technical problems of any kind, ***it is your responsibility to report the issues immediately to John Ramsey, our Chief Engineer (jramsey at wccc.com).***

If the studio was left in poor condition, ***it is your responsibility to notify the station manager (rebeccasatzberg at wnhu.org) and the general manager (bbarber at newhaven.edu).***