

WAREHAM COMMUNITY TELEVISION - POLICIES & PROCEDURES

Rev. 4.0 February 21, 2012

Wareham Community Television (WCTV) is an independent 501(c) (3) non profit corporation whose mission is to provide facilities, media training and broadcast time on the local cable television system to members who are Wareham residents, not for profit organizations, educational institutions and employees of local government bodies. Under the terms of our agreements with Comcast and Verizon we are funded in part by an annual percentage of the cable operator's gross revenue to manage and operate the Public, Educational and Government (P.E.G.) access channels of the Wareham, Massachusetts cable television system.

WCTV is governed by a Board of Directors, managed by an Executive Director appointed by the Board of Directors, and may employ additional full and part-time staff.

These policies and procedures are in addition to any local, state, or federal laws governing public access television. In all cases, local, state, and federal laws supersede these policies and procedures.

IN SUPPORT OF OUR MISSION, WCTV IS COMMITTED TO:

Establishing a broad base of community understanding, support and involvement in Public, Education and Government Access Television.

Providing information, instruction and resources to ensure the effective use of the access channels.

Assessing community response to programming on the channels, ascertaining areas of need, and aiding in the implementation of additional programming.

Providing sound management and financial strategies to ensure continued community access to, and use of, the access channels.

Participating in the development of further community uses of telecommunications technology throughout the Town of Wareham.

Working cooperatively with other organizations on the local, regional, and national level to promote and develop meaningful community uses of cable access channels.

1) P.E.G. CHANNELS

The three P.E.G. channels overseen by WCTV are differentiated as follows:

The Public Access Channels (Comcast Ch. 9 & Verizon Ch. 30) serve as the outlets for programming produced and submitted by access users, as well as programming produced by WCTV. The Public Access channel is based upon the public's artistic expression, creativity and Constitutional rights to freedom of speech. Most of the guidelines listed in these Policies & Procedures pertain to access users, and to their rights and obligations in utilizing these channels.

The Educational Access Channels (Comcast 97 & Verizon 28) are designated to serve the educational needs of the community.

The Government Access Channels (Comcast 95 & Verizon 29) serve as the primary television outlet for the Wareham Town Government. Programming time is set aside for live coverage and repeats of Wareham Board of Selectmen meetings, along with other programs concerning governmental affairs. This channel may also cablecast special election programming.

2) Membership

Membership to WCTV is available to all residents of Wareham, employees of Wareham businesses and all organized groups in Wareham. All members over the age of 18 whose membership is in good standing by September 1st are eligible to vote on business decisions during annual and special meetings of membership. Individual memberships, family memberships and organizational memberships are each entitled to one (1) vote. Family and organizational members must designate one (1) person to cast their ballot.

Minors require parental or legal guardian authorization to join. All Access Users must be members except where noted. Membership is granted provided that the user adheres to the rules and regulations as stated.

Benefits of membership include voting privileges at the WCTV annual meeting (one vote per membership), open access to basic television production courses and access to cable casting on our channels. Upon course specific certification, members are entitled to use production equipment, facilities, studio and channel time for the production of community based programming.

Associate membership may be granted to individuals who do not meet the above criteria; they may work on WCTV programs and may attend classes. Associate members may not solely produce programs nor may they vote at the Annual Meeting.

3) Access

All access users agree to be fully responsible for the content of their programs. Such full responsibility shall include, but not be limited to, making all necessary arrangements with and obtaining all required clearances from broadcast stations, networks, sponsors, music licensing organizations, performers representatives, authors, composers, and any and all other persons or entities that may be necessary to transmit the public access user's program material on access channel time. All public access users shall indemnify and hold harmless WCTV, it's officers, directors, employees, agents and

representative from any and all liability, damage, injury, judgment, including cost of defending claims (including reasonable attorney's fees) arising from or in connection with any claim for failure to comply with any laws, rules or regulation of federal, state or local government, claims of libel, slander or invasion of privacy, claims of infringement of copyright, patent or unauthorized use of any material or trademark, service mark or image, or for any other injury or damage in law or in equity claimed as a result of or from or connected with access user's use of access channel time, equipment, facilities or other resources. The foregoing shall include obscenity claims as well as any and all other claims related to scheduling or programming on public access channel time, and shall include claims relating to intentional malfeasance of any party or entity to be indemnified hereunder.

Producers may be required to provide proof of residency or of an affiliation with a Wareham resident, business or organization in order to ascertain their eligibility to join or use WCTV facilities.

Eligible access users must either receive instruction or demonstrate proficiency in television production in accordance with WCTV policy before utilizing WCTV resources, or must engage the assistance of other users who are qualified to use the equipment.

The use of WCTV facilities and equipment is intended to generate programming for the community access channels. WCTV resources are not intended for personal programs which are not shown on WCTV channels.

WCTV resources are for the production of programming to be cablecast on WCTV channels prior to broadcast on any other system.

4) Orientation

All access users are required to attend an orientation session prior to any classes or production work. It is not necessary to be a member to attend Orientation. Orientations may be scheduled before each session of classes and at other times as needed.

5) Classes

WCTV offers video production classes on an ongoing basis, and are open to all eligible access members. Scheduled classes are offered periodically depending on demand, and individual classes may also be offered on an ad hoc basis as needed. Class schedules may be listed on the community bulletin board and/or posted at WCTV and /or www.warehamtv.org. Individuals and organizations wishing to take classes may arrange for them on a first-come, first-served basis. Class sizes may be limited at the discretion of WCTV. Each course may have a prescribed fee to cover costs of materials.

6) Certification Requirements

Individual and organizational access users must go through a certification process and be deemed "certified" by WCTV staff in order to use each type of equipment. (Access users who have been inactive for a time may need to renew their certifications).

Current on-going classes include:

Studio Production Certification – to work as a crewmember in the studio/control room.

Requirements: Attend and complete the Basic Studio Production class and volunteer on one program produced at WCTV.

Field Production Certification - to use basic camcorders, microphones, and other portable accessories.

Editing certification – to use the edit suite to edit programs.

Requirements – attend and complete the Editing classes.

7) Credit for Prior Experience

People with prior experience in television production may obtain certification by being evaluated by WCTV staff. The evaluation process may include a written and/or hands-on test, and the submission of a demo tape may also be required.

8) Restrictions on Access Users in Poor Standing

Individuals who are in violation of WCTV policies and procedures may be denied access privileges until their situation is resolved. WCTV may also deny access to anyone in poor standing with any other community access station.

9) Use of Equipment and Facilities

Individuals and organizations may use WCTV's equipment and production facilities free of charge, on a first come-first serve basis, to produce programs to be broadcast on the access channels. Usage is subject to availability of WCTV staff to facilitate requests.

Access users are expected to use good judgment and professional behavior while using all equipment.

Access users must notify staff when using equipment in hazardous settings.

Access users are responsible for notifying the staff of any problems with equipment.

Access users must not attempt equipment repairs on the equipment and may not change any wiring, connections, settings, or accessories.

No animals are allowed in the building unless previously approved by the Executive Director. Eating and drinking are not allowed in the edit room, technical room or control room.

WCTV office equipment and supplies are not to be used for sets or any other purpose. Access users may store their own props on the premises for no more than 24 hours, and must obtain staff approval in advance.

WCTV staff is available for technical and/or production advice, suggestions, or assistance. WCTV staff is not responsible and/or obligated to support or supervise any access users' production.

Access users are responsible for the WCTV facilities and equipment that has been assigned to them. Loss or damages will be charged to the user. This includes responsibility for the actions of guests, assistants and others, and for loss, damage or theft.

10) Reservations

An individual or organization must submit a *Series Proposal* or *Program Proposal* to the WCTV staff prior to use of equipment or facilities for any program. This is to ensure proper production procedures are followed, and that equipment is fairly and equally available for all access users.

Equipment pick-up and reservations are to be made with WCTV staff at least 24 hours prior to pick up/use. Field equipment may be picked up with less than 24 hour notice provided that the requested equipment and WCTV staff is available.

There may be limits on the number of reservations and/or hours per program for which access users may use any given type of equipment. Access users must adhere to the program production plan and the allotted time given.

All access users must give 24-hour notice to cancel a reservation by contacting the WCTV staff. If a member fails to cancel, the non-use nevertheless counts toward the maximum time allotment for that program.

11) Portable Equipment

Access users may reserve portable equipment no more than 4 weeks in advance.

Portable equipment may be taken out for no more than 3 days at a time.

The person reserving equipment must pick it up and return it, unless WCTV staff approves alternate arrangements in advance.

When signing out equipment, a WCTV staff member will complete an *Equipment Check-Out Form*. The borrower must verify that *Equipment Check-Out Form* lists all the items and contains everything required. Access users are encouraged to set up and test equipment before leaving the building.

Access users must return equipment at the time agreed upon in the *Equipment Checkout Form*. Access users cannot borrow additional equipment until they have returned all items in good working order or have paid WCTV any assessment that WCTV may levy against the borrowers for equipment damages.

All access users and producers are responsible for the equipment that is listed on the *Equipment Check- Out Form*. The member or access user who signs out equipment from WCTV is responsible for all damage to, or theft of equipment, excluding normal wear and tear. WCTV must be notified immediately upon any occurrence of damage, malfunction, or theft.

12) Editing

Reservations for the edit suites may be made on-site at any time to the WCTV staff. It is suggested that reservations be made at least 24 hours in advance. Access users may reserve edit time no more than 4 weeks in advance. Use time may be restricted.

Access users must check in and out with the staff when using the edit suite.

Edited programs at WCTV must include the WCTV credit and when required, the standard disclaimer.

13) Studio/Kitchen Studio & Control Room – Taped programs

Access users producing a show (The Producer) may reserve time in the studio and control room at least 24 hours in advance but not more than 4 weeks in advance. Use time may be limited by the WCTV staff. Access users producing a series may establish a regular studio reservation schedule with WCTV.

The Producer may use the studio up to 4 times per program, per month. With a maximum of 4 hours of studio time per use.

The Producer of record must be present for all studio sessions.

Access users must check in and out with the staff person on call when using the studio. After each studio use, the person who made the reservation must fill out a *Studio Checkout Form* and submit it to the staff person on call.

No access user may use office space or equipment without specific authorization by staff.

All studio productions must include the WCTV credit and, if required, the WCTV standard disclaimer at the beginning of the show

14) Additional costs

Access users will be charged for video tapes, media, batteries and expendables provided by WCTV.

15) Submitting Tapes

Individual programs submitted for broadcast must be accompanied by a *Video Submission Form*. WCTV accepts only one program per cassette. There is no minimum time but programs are limited to 60 minutes in length.

A one half hour time slot must be filled with programming that is exactly 29 minutes and 00 seconds; a one hour time slot must be filled with content that runs exactly 59:00:00. Disclaimers, credits and funding acknowledgements will fill the last minute of each show.

Tapes must be rewound to the beginning before being submitted. At full rewind the tape must begin with: 20 seconds of Video Black with no audio, then a 10 second video countdown to the first frame of audio/video of the show. At the end, after the last frame of audio/video there should be at least 1:00 minute of black with no audio. All programs should be timed from the beginning of the disclaimer to end of video.

Each program produced at WCTV must include the following credit before audio or video of the show: "Produced at Wareham Community Television, Wareham, MA." An additional disclaimer may be required before the program stating: "The following program does not represent the views or opinions of WCTV, its staff or Board of Directors". Each tape submitted must be labeled on the spine of the case and on the tape/DVD with the producer's name, program title, series title (when applicable), the exact length of the program and the date of submission to WCTV. WCTV accepts SVHS and VHS cassettes recorded in U.S. NTSC format, as well as DVD-R videodiscs. SVHS and VHS tapes must be recorded in SP (Standard Play) speed only. Single programs will be broadcast at the discretion of the WCTV staff. WCTV may preview the program to ensure that the submitted tape meets the technical and broadcast requirements, however content and technical requirements are the responsibility of the Producer. WCTV will not edit any tape submitted. Submitters will be notified if the tape cannot be broadcast due to technical deficiencies

16) Submitting Programs not produced at WCTV

Programs produced outside of WCTV ("bicycled programs") may be aired free of charge on WCTV Public Access Channels but must be sponsored by a WCTV member.

Anyone requesting airtime for a program must submit a *Program Proposal Form*, and/or a *Video Submission Form* and be responsible for content, technical specifications and liability of said program.

WCTV staff will air submitted programs at their discretion. Programs produced at WCTV will take scheduling priority.

17) Series Programming

Anyone requesting a regular broadcast slot for a series must complete a *Program Proposal Form* and schedule the slot with the WCTV staff. The *Program Proposal Form* must be renewed every six months.

The program producer must deliver four consecutive "ready to air" programs for the series by dates agreed to in the *Program Proposal Form* before that time slot becomes permanent. Completed forms and tapes must be submitted by the twentieth of the month in order for the program to be added to the following month's schedule.

Prime time is defined as any time between the hours of 5:00pm and 11:00pm daily. Any series may be scheduled for a maximum of one prime time slot per show per week. Producers submitting tapes for a series may put their names on a waiting list for alternate time slots, pending series cancellation or airtime forfeiture.

Each series' producer takes responsibility for supplying new tapes as specified on the *Program Proposal Form*. If WCTV does not receive a new show as specified, another program (not from the series) may take its place. If WCTV does not receive a new show within two weeks after its scheduled delivery date, WCTV may release the time slot to accommodate other programming.

18) Live Programming

Live programs have unique requirements and producers must consult with WCTV staff prior to pre-production planning.

19) Political Election/ Campaign Programming & Bulletin Board Announcements

Within 45 days of elections special programming restrictions may apply to political programs. WCTV will give all of the candidates running for elective office an equal opportunity to present a brief (less than 10 minutes) videotaped message to our viewers. The message should be direct to the camera and unprompted. The candidate may record multiple takes but WCTV will broadcast only one unedited tape per candidate per election season. These messages can either be taped in the WCTV studio or provided by the candidates. Candidates do not have to be members of WCTV. WCTV will provide production services to the candidates if they do not have technical expertise or volunteers needed to produce their tape. Guidelines for participation in this programming will be formulated on a year to year basis by WCTV, and all eligible candidates who will be appearing on local ballots may contact WCTV by mail requesting specific instructions on how to participate. In fairness to all candidates and in the interests of equal access, the promulgated guidelines will be strict in terms of deadlines and time limitations, and must be adhered to by all. WCTV's election programming will be shown on the WCTV no more than 45 days prior to the election. No election programming will be aired in the 24 hours prior to the election.

Bulletin Board announcements of upcoming political events will be aired but political advertising will not be aired. Special guidelines for political announcements on the WCTV Bulletin Board during election seasons maybe formulated on an annual basis and will be made available to all candidates.

In the interests of equal access during election campaign seasons as defined above, WCTV will only allow air time to public officials when they are acting in their official capacity.

WCTV may produce special election programming.

20) Program Scheduling

The Program Schedule is determined on a monthly basis. While WCTV will make every effort to schedule broadcast time on a first-come, first-served basis, WCTV reserves the right to determine the program schedule and prioritize schedules.

Tapes submitted with a running time of fifteen minutes or less may be dubbed onto a loop tape to be played periodically throughout the week.

WCTV reserves the right to determine the portion of the weekly or daily schedule to be set-aside for any category of programming.

WCTV reserves the right to determine the re-broadcast or "re-run" schedule. WCTV retains the right to preempt programming at any time in order to provide timely local programming.

WCTV reserves the right to schedule public access programming on any WCTV cable channel at its discretion.

Programs deemed to have Advisory Material is unsuitable for family/children viewing (including but not limited to: adult situations, excessive profane language, nudity, excessive violence, or graphic depictions of surgical procedures) and will be broadcast after 11 P.M.

21) Program credit for underwriting and grants

Credit for underwriting for goods, services, in-kind contributions and/or donations that aid in developing and improving programs should be as follows: "This program was made possible through a grant by ..." or "Goods and services used in this program were contributed by...". WCTV credit must be listed before all other credits. Staff must be informed, in advance, of any such underwriting credits and consulted about the proper format for underwriting credit. Producers should not include telephone numbers or street addresses of underwriters, but may list business or organization name and town.

There are separate guidelines for Programs and Series funded by Underwriting. Please consult with the Executive Director for details.

22) Restrictions

In accordance with our mission to provide free and equal access, WCTV will not broadcast any program identified as having material that the law prohibits. If there are any questions please consult with the Executive Director.

The following may not be shown on the access channels:

- Commercial advertising.
- Material in violation of FCC regulations, local, state or federal laws.
- Any material containing unauthorized use of trademark or copyright.
- Material that does not have the accompanying clearances, releases or permissions.

23) Advisory Materials and Disclosure Requirements

The person(s) submitting the program for broadcast is responsible for the contents of the program. All persons requesting broadcast time at WCTV are required to disclose, on the *Video Submission Form*, the presence of any adult situations, profanity, nudity, excessive violence, or graphic depictions of surgical procedures ("Advisory Material.").

Failure to disclose the presence of Advisory Material is a major violation of WCTV's Policies and Procedures and will result in an immediate 90-day suspension of WCTV Access and broadcasting privileges to the producer. A 2nd repeated offense would result in suspension and review of access privileges.

24) Ownership

WCTV access users own their programs and may keep master tapes as long as they were originally provided by the user. Tapes provided by WCTV remain the property of WCTV.

WCTV retains the right to maintain a copy of any program aired on WCTV channels in its library to cablecast an unlimited number of times. WCTV has the right to use any program for promotional purposes related to WCTV.

WCTV will discard any tape/DVD, or other media and or related material one-year after it was submitted if the producer/sponsor does not pick up or arrange with WCTV for its storage.

Community producers that make a "for-fee" or commercial use of a program produced for cablecast at WCTV shall be required to remit 20% of gross proceeds ~~all royalties~~ resulting from said tape, or programming, to WCTV.

Please contact the Executive Director regarding rental of facilities and equipment for commercial applications.

25) Promotion

WCTV requires two weeks notice to promote a program on the Community Bulletin Board (Defined below).

Access users may write and send their own press releases to local newspapers, radio stations, and other access programs with the prior approval of the Executive Director.

26) Emergency Announcements

WCTV may assist the Town of Wareham in communicating emergency information to the residents of the city. In the event of a declared emergency, all normal programming is suspended so we can provide emergency information.

27) Community Bulletin Board

A non-profit organization who wishes to communicate with cable subscribers for non-commercial purposes may submit the *Bulletin Board Submission Form* with a brief message and graphic to be shown on the public access channel's electronic bulletin board. WCTV may require such an organization to furnish their taxpayer I.D. number as proof of their non-profit status.

WCTV requests that notices be submitted two weeks in advance of air time.

A phone number for further information and the name of the sponsoring organization or individual must accompany all messages.

Wareham based announcements take precedence over those from out of town.

WCTV shows messages announcing events until the day of the event.

Messages announcing ongoing services or activities may show for three (3) months, requests for additional three month renewal must be submitted to WCTV. The WCTV Bulletin board may include notices concerning official government business, and solicits announcements from city departments who wish to use the channel to disseminate important information to the community, as well as from state and federal agencies.

28) Code of Conduct

A code of conduct system is in place to provide a safe, healthy and comfortable place for all WCTV members while in the WCTV facility. Individuals found in violation of these policies may be asked to leave the premises and may be subject to further disciplinary actions. Repeat violations may result in permanent loss of WCTV privileges.

WCTV requires that all members use common courtesy towards everyone related to the Access Station's activities, including but not limited to:

- Respect of all WCTV members, board members and visitors
- Proper respect and care of WCTV equipment

There are two classes of violations of our Code of Conduct, minor and major. In the event that violations are exercised they may result in restrictions of rights and/or privileges of the WCTV member. The WCTV Executive Director or designee is authorized to issue warnings and suspensions.

Minor violations include but may not be limited to:

- Failure to cancel a reservation within 24 hours.
- Returning or picking up equipment late without notification and approval.
- Mishandling equipment.
- Eating or drinking in no-eating areas.
- Failure to clean up after using the facilities.
- Unauthorized use of WCTV telephones or office equipment
- Failure of parents or guardians to have control over their children
- Loitering at the facility
- Inability to handle equipment safely and properly.

Minor violations may result in the following series of actions:

- First violation: Written / oral warning.
- Second violation: Written and oral warning.
- Third violation: 30-day Access suspension and review.
- Further violations will be addressed on a case by case basis.

Major violations include but may not be limited to:

- Commercial, profit-making, or use of facilities and/or equipment for purposes other than WCTV Cable Access purposes without prior approval.
- Misrepresentation of member's affiliation with WCTV.
- Falsifying forms or documents.
- Unauthorized use of equipment.
- Abuse of equipment, including attempted repair, changing the wiring, connections, or settings, or unauthorized attaching of accessories.
- Verbal abuse, intimidation, or physical abuse (including sexual harassment) of WCTV staff or other access users
- Consumption of unauthorized alcoholic beverages or use of illegal drugs on premises.
- Possession of illegal substances, alcohol and/or weapons on WCTV premises is forbidden.
- Smoking in the WCTV building.
- Using or appearing to be under the influence of drugs or alcohol.
- Harassment or intimidation of staff, members, guests, volunteers or board members.

Failure to disclose Advisory Material prior to broadcasting a program. This includes adult situations, profanity, nudity, excessive violence, or graphic depictions of surgical procedures ("Advisory Material.")

Major violations may result in an immediate 30 day suspension, a written warning and verbal consultation. A second violation within a 12 month period will result in a 60 day suspension and a third violation within a 12 month period of the second violation will result in a 6 month suspension and a review by the Board of Directors in order to be reinstated. WCTV will not refund any unused portion of any membership fees.

Any person under such suspension may submit a program for broadcast, under the Policy & Procedure Guidelines, with a transcript that must include the entire verbal text and a description of the actions, images and sounds of the program. The transcript must also clearly mark any material that might be subject to the Advisory Material disclosure requirement.

Appeals:

WCTV Access Users are encouraged to resolve difficulties on the staff level. Within 10 days of an action of the staff, a member may request a meeting with the WCTV Executive Director and/or a meeting with the Director and the Staff member to resolve the situation. If further appeals are necessary, the access user may submit a written request to the WCTV Board of Directors to hear his/her case at their meeting.

29) **SEXUAL HARASSMENT POLICY**

I. Introduction

It is the goal of Wareham Community Television to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because Wareham Community Television takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition Of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

III. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This is to be done in writing.

If you would like to file a complaint you may do so by contacting the Executive Director or the Chair of the Board of Directors. The Executive Director/ Chair of the Board of Directors is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

IV. Sexual Harassment Investigation

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

30) WCTV Responsibilities

WCTV's Public Access mission includes the promotion and protection of our constitutionally guaranteed right to freedom of speech. WCTV encourages Access Users and local tape sponsors to use good judgment and to respect both the access center and the community at large when they submit programs for the channel.

Anyone requesting broadcast time:

Must be thoroughly familiar with the program's content and shall agree to take full responsibility for all content.

Must read, sign and be bound by the *Video Submission Form*, and *Producers Agreement*.

Agrees to be solely and completely liable for any false, misleading or slanderous statements in the program and to be fully responsible for the program content and compliance with all applicable laws, including, when relevant, election laws.

31) WCTV Facility:

WCTV reserves the right to determine the facility schedule. At certain times during the year, WCTV may close the facility to provide for maintenance, clean up, installation of new equipment or for other reasons deemed necessary by the Executive Director. WCTV is not responsible for any loss of airtime during these closings.

32) Role of the WCTV staff:

Successful public access programming depends on participation by many active, trained volunteers who use video communication tools in order to independently reflect their ideas. Because of this, as well as limited staff time, WCTV cannot provide video production services for community members or organizations. Staff will assist community members in assembling production crews from among trained and qualified community volunteers. Community organizations planning to do programs on a regular basis are encouraged to advise their members or staff to join WCTV for training in the television arts and sciences.

33) Misrepresentation:

Access users and producers must not misrepresent themselves as employees, representatives or as a member of the Board of Directors of WCTV, or as having the ability to speak for WCTV. Such actions may result in a suspension of access privileges.

34) Facility Upkeep:

No animals are allowed in the building unless previously approved by the Executive Director or as part of a production. Smoking is not allowed anywhere in the building. WCTV access users must obey all studio safety and procedure

regulations. All spaces used within WCTV, with special attention to the kitchen, must be left totally clean prior to leaving the facility. Coffee makers should be left unplugged.

35) Right to Refuse:

WCTV staff reserves the right to refuse the use of its facilities to any individual who appears to be under the influence of alcohol or drugs or who interferes with the orderly conduct of business.

36) Indemnification:

Users of the access channels shall indemnify WCTV, the cable operator, and the Town of Wareham and their employees, agents or servants against any and all liabilities arising out of any use of facilities and resources or out of breach of the Operating Policies and Procedures.

37) Interpretation:

Where the implementation of these procedures is subject to interpretation, decisions shall be at the discretion of the WCTV Executive Director, or designee.

38) Amendments:

The WCTV Executive Director reserves the right to amend these policies on an ad hoc basis. Current policies are available upon request. It is recommended that members periodically review the Policies and Procedures on the WCTV website (www.warehamtv.org).

39) Unusual Situations:

Any situation in which there is not an operating rule or procedure will be temporarily governed by the judgment of the Executive Director or staff person on duty.

40) Suggestions and Ideas:

Access users are encouraged to submit ideas and suggestions to any WCTV Staff member or the WCTV Executive Director.

41) Government Channel Programming

The Government Access Channels(s) are set aside for municipal programming, including but not restricted to, coverage of Wareham Board of selectmen meetings, other governmental meetings, and programs concerning governmental affairs. Programs submitted by access users are to be shown on the Public Access Channels(s), and no exceptions will be made except at the discretion of the WCTV Executive Director.

42) Wareham Town Meetings

WCTV provides live coverage of Wareham Board of Selectmen's meetings, Town Meetings and other meetings WCTV deems necessary. WCTV may repeat recorded meetings throughout the week during which a given meeting is held, and may be extended further. When possible, meetings will be shown in their entirety, with no editing or deletions, excepting recesses or for technical reasons beyond our control. Meeting coverage will supersede any other scheduled programming.

43) Governmental Affairs Programming

The Government Channel(s) is also utilized for the cablecast of governmental affairs programs, including full-length programs as well as public service announcements, produced at WCTV or elsewhere. Town of Wareham department heads, acting in their official capacity, may elect to use the channel to disseminate any programming, proclamations, or announcements in the conduct of their business. WCTV will provide technical assistance to the best of its ability, at the discretion of the WCTV Director but the use of volunteers or access members is strongly encouraged. Whenever possible, WCTV may also air programs submitted by other state and/or federal officials on the Government Channels(s).

44) Guidelines for Independent Contractors

WCTV will pay independent contractors, who have submitted their W-9 form, for video coverage of approved meetings including, Town Meeting, Board of Selectmen and School Committee.

To be eligible for payment independent contractors must be certified as trained to properly complete the assignment. In addition, contractors must arrive at the meeting with sufficient time to set-up/ prepare for the meeting and remain until the equipment is broken down (Town Meeting), shut down (Board of Selectmen) or returned to WCTV (School Committee).

An invoice must be submitted within 30 days of the event. Invoice must have the date(s) of worked performed.

WCTV will pay \$50/day for production assignments.

I have received the Policies & Procedures guidelines set for by the

Wareham Cable Television Corporation (WCTV)

I agree to abide by these procedures as an active member of WCTV

Name (print)

Signature

Date