



Boston
Neighborhood
Network

Boston Community Access and Programming Foundation
ACCESS POLICIES

Our Mission

Introduction to March 2007 Revision

I. MEMBERSHIP

- A. ELIGIBILITY
- B. EQUITABLE ALLOCATION OF RESOURCES
- C. APPLICATION PROCESS
- D. FEES AND REDUCTIONS
- E. ACCEPTANCE OF POLICIES AS CONDITION OF MEMBERSHIP
- F. INDEMNIFICATION
- G. PARTICIPATION OF MINORS
- H. CODE OF CONDUCT
- I. ACCURACY IN SELF-IDENTIFICATION

II. ACCESS TO CHANNEL TIME

- A. ELIGIBILITY AND SCHEDULING PRIORITIES
- B. RESPONSIBILITIES
- C. SCHEDULING CHANNEL TIME
 - 1. Scheduling single programs
 - 2. Scheduling regular time-slots for series
 - 3. Renewing series time-slots
 - 4. Repeats
- D. CONTENT
 - 1. Commercial content
 - 3. Non-profit fundraising content
 - 4. Donor acknowledgements
 - 5. Political Content
 - 6. Mature content
 - 6a. Defining "mature content"
 - 6b. Scheduling programs with mature content
- F. TECHNICAL QUALITY STANDARDS
- G. VIOLATIONS

III. ACCESS TO TRAINING AND PRODUCTION RESOURCES

- A. TRAINING AND CERTIFICATION
 - 1. Various certifications to gain access



- 2. Certification requirements**
- B. ACCESS TO PRODUCTION RESOURCES**
 - 1. Shared programming rights**
 - 2. Use of production resources**
 - 2a. Project Proposal
 - 2b. Series projects
 - 3. Scheduling, notifications and cancellations**
- C. FUND-RAISING**
 - 1. Prohibition of commercial activities**
 - 2. Donor support encouraged**
 - 3. Disclosure of BNN support**
 - 4. Financial disclosure**
 - 5. BNN'S right to share in compensation**
 - 6. BNN support for funding proposals**
 - 7. Acknowledgement of donors**

IV. SANCTIONS

- A. IMMEDIATE SUPENSION FOR MAJOR VIOLATIONS**
- B. REMEDIAL PROCESS FOR LESSER VIOLATIONS**
- C. SUSPENSION FOR PERSISTENT VIOLATIONS**
- D. APPEALS**

Our Mission

The mission of Boston Neighborhood Network Television is to use cable television's unique capabilities and other technology to address unmet communications needs of individuals and institutions in Boston by:

- Giving a more direct voice to and fostering understanding among various neighborhoods, groups and points of view.

- Expanding the diversity and variety of information on local topics addressing the specific needs of targeted populations.



- Increasing the access for residents to educational, cultural, political, health and human service resources of the city.
- Strengthening the ability of all institutions to serve Boston's diverse residents by providing a mechanism through which they can effectively share their resources with the community.
- Providing local television programs and opportunities not available on other television venues in Boston.

Introduction to March 2007 Revision

It is the primary purpose of the Boston Community Access and Programming Foundation (also known as Boston Neighborhood Network Television or "BNN") to provide information, education, empowerment and public access to community television training, facilities and equipment for all Boston residents, groups, communities and neighborhoods as expressed in BNN's Articles of Organization and Bylaws. The purpose of these Access Policies shall be to enhance and permit the equitable coordination of the multiple requests for these services.

The Programming Committee is responsible for reviewing BNN policies for fairness and effectiveness, and for recommending changes for adoption by BNN's Board of Directors. The following policies apply to access services, facilities and channel. Other BNN services, facilities and channels (including the News and Information Channel, BNN Live Studio, Neighborhood Network News and other programming efforts) have separate and distinct policies and guidelines, which the Board intends to incorporate in a subsequent revision.

In addition to these general policies (which require Board approval), the staff may on its own, with approval of BNN management and subject to review by the Board of Directors, develop and implement additional operating guidelines, rules, procedures and specifications so long as they conform with the spirit and letter of these policies. The Programming Committee may review these guidelines and recommend changes if it seems necessary or useful. All staff-implemented guidelines must be posted. BNN management may make exceptions to policies or guidelines if necessary to ensure a wide diversity of BNN programming or to fulfill a critical community need.



BNN members are invited to contact BNN management with suggestions for subsequent revisions of BNN policies and guidelines.

I. MEMBERSHIP

A. ELIGIBILITY. BNN Membership is open to all Boston residents and Boston-based non-profit organizations or public agencies. All members are considered “Associate Members” as further detailed in BNN Bylaws, which also contain other important details relevant to BNN membership.

B. EQUITABLE ALLOCATION OF RESOURCES. Services are provided to members on a non-discriminatory, first-come, first-served basis. Guidelines detail processes for the equitable apportionment of finite resources – including access to channel time, training and production resources - and to provide availability for all members. BNN management and staff will use discretion to ensure that no group or individual receives a disproportionate share of available resources at the expense of others.

C. APPLICATION PROCESS. Staff will provide a membership application and other informational materials that detail current categories, fees, benefits, and guidelines necessary for becoming a member. Membership is for one year. The application process must be repeated annually to renew membership benefits.

D. FEES AND REDUCTIONS. BNN’s membership and training fees support our ability to provide services to all. Fees are not intended to exclude participation by any individual with financial constraints that prohibit full payment. Some fee reductions are available for youth, seniors and those with limited income. Tax-deductible donations are invited to support our providing financial assistance.

E. ACCEPTANCE OF POLICIES AS CONDITION OF MEMBERSHIP. Applicants must sign an agreement accepting responsibility for understanding and adhering to these policies and all applicable guidelines governing use of BNN resources, facilities, equipment and channels. Member benefits may be suspended or restricted as described in Section IV.

F. INDEMNIFICATION. In signing the membership agreement, BNN members shall indemnify the City of Boston, its cable service providers, BNN, their employees, and the BNN Board of Directors against any and all claims or liabilities arising out of use of facilities, resources and channels, or out of breach of the agreement with these policies.

G. PARTICIPATION OF MINORS. Minors (under 18 years of age) must provide written permission from a parent or guardian in order to receive member benefits. Parents must familiarize themselves with these policies and all relevant guidelines. They must assume full legal responsibility for the actions of minors, whether in their use of equipment, their cablecast of programs, or any other activity at BNN.



Members must obtain a signed Minor Release Form from the parent or guardian of any minor appearing on programs and provide the form to staff upon request.

H. CODE OF CONDUCT. It is our goal and responsibility to foster community and maintain a workplace in which all staff, members and other visitors are comfortable and able to work and collaborate productively. Our facilities are open to members and visitors who are there to participate in productions, attend public meetings or other authorized purposes. It is expected that members conduct themselves at all times with respect for others and that they will ensure the same behavior in their guests and visitors. The following are not permitted or may be subject to sanctions at BNN facilities: disruptive, hostile, abusive or threatening behavior or language; any form of harassment; disregard of staff authority; commercial activities, advertising, sales or solicitation; dishonesty; possession of weapons; use of illegal substances; unauthorized use of alcohol; smoking or open flames; food or drink except in permitted areas; ; unhygienic, unsafe or unhealthy behavior; misuse or unauthorized use of resources, including copier, phones, fax machine, computers and production equipment; unauthorized tampering with equipment, wiring, etc; recording without permission; unauthorized postings; any criminal act as defined by federal, state or local law or statute; disregard of other posted guidelines. Staff is responsible for facilitating a professional working atmosphere at BNN. Staff is directed to use its discretion in either attempting to quickly remediate non-permissible conduct or to ask a non-responsive member or visitor to leave the premises. Subsequent follow-up and possible consequences are detailed in Section IV.

I. ACCURACY IN SELF-IDENTIFICATION. It is essential that, in all matters, BNN members properly represent their relationship with BNN. BNN members are independent agents, not representatives of BNN. Misrepresentation by a member of his or her role may lead to loss of member privileges.

II. ACCESS TO CHANNEL TIME

A. ELIGIBILITY & SCHEDULING PRIORITIES. Access to channel time on BNN's Community Access Channel is free to all BNN members. Staff will schedule programs on the channel on a first-come, first-served basis and according to the following priorities and criteria. These are designed to give Boston producers priority in the allocation of channel time, to encourage viewership of the programs and channels, and to maximize opportunities for program and channel promotion.

1. Original programming produced in Boston will be given priority over non-local programming.
2. Programs produced at BNN will be given priority over programs produced elsewhere.
3. Programming comprised of greater amounts of original, locally-produced material will be given priority over programming with lesser amounts.
4. New programming will be given priority over repeat programming.
5. Imported programs (produced outside of Boston and requested by a BNN member) produced at other Massachusetts access centers will be prioritized over other imports.

In addition, to these factors, staff will take into account the following when developing the program schedule: fair and equitable access to channel time for all producers and requesters; the reliability of a producer/requester to deliver programs in a regular, timely, and consistent manner; the overall technical standards and production values of the program; the production date of a program, the



timeliness of its content and the number of times it has been cablecast; the needs and interests of a demographically diverse audience; reasonable time, place, and manner restrictions for programming of a mature or potentially offensive nature; the overall schedule composition and audience flow characteristics; the audience-building potential of the program; the current timeliness of program content; and experimental programming that will reach and serve additional viewers.

B. RESPONSIBILITIES. Members requesting channel time must be familiar with and carefully adhere to these policies and related guidelines. For each request for channel time, a member must provide a signed indemnification form by which he or she: agrees to adhere to BNN policies, guidelines and all applicable laws, including those prohibiting obscenity, copyright infringement and libel; assumes legal responsibility for the program, its content and its public dissemination; and indemnifies BNN from any responsibility. This form is a legal document that requires careful reading to understand its provisions, which detail important responsibilities regarding copyright, permissions, etc. No program may be submitted for cablecast containing content, such as obscene or libelous material, which may be found to be in violation of any city, state or federal law. Any civil or criminal complaints or other legal matters resulting from cablecast of a program will be referred to the member who requested the channel time. (Even a member who requests the cablecast of a program produced by someone else assumes liability for its cablecast.) BNN does not provide legal advice to its members. The member requesting channel time for any programming involving minors must provide, upon request, written parental permissions for their appearance on BNN. All programs submitted for channel time are subject to staff review to ensure compliance with these policies. Staff is directed to use its discretion in withholding from cablecast any program found to be in violation, pending further review.

C. SCHEDULING CHANNEL TIME. Staff will provide a request form, guidelines and other informational materials that detail the current process for scheduling channel time. Guidelines will describe a process for the equitable apportionment of this finite resource to ensure availability for all members; necessary limitations such as program length, the number of programs scheduled at one time, etc; acceptable formats for delivery of programs; the process for delivery and pick-up; and other related procedures and requirements.

1. Scheduling single programs. Times will be reserved in the channel schedule sufficient to accommodate requests for pre-recorded single programs. Other regular channel time-slots will be reserved for live programs produced from the BNN Access Studio. Other requests for live programs must be made at least one month in advance and require approval of any member whose scheduled time is pre-empted and/or BNN management.

2. Scheduling regular time-slots for series. For members delivering pre-recorded series programs of a consistent length on a regular basis, regular weekly time-slots will be scheduled. Staff is directed to make a commitment of a regular time-slot only to requesters who will likely be able to successfully deliver programming as scheduled. At least two series programs must accompany new series requests. To ensure opportunities for new series to get a time-slot, the channel schedule for series will be constructed on a regular, periodic basis, such as quarterly, as described in guidelines. Requesters of series time-slots will provide multiple options for scheduling, in order of preference. Staff will allot time-slots according to scheduling priorities and will accommodate scheduling preferences as closely as possible.



3. Renewing series time-slots. Series time-slots are not renewed automatically. They must be requested periodically. Staff will make every effort to accommodate requests for renewing series that have successfully delivered programming as scheduled, but there is no guarantee of continuing in the same time-slot. Members who have not been successful in delivering programming as scheduled may be advised to submit programs singly as they are completed.

4. Repeats. Channel time is prioritized for new, recent and timely programming. A limited number of repeat showings will be scheduled when possible, depending on program length, availability of channel time, production date and timeliness. Repeats of live shows may be submitted by the same process as described for other pre-recorded programs.

D. CONTENT. BNN's Community Access Channel is for Boston's residents and organizations to present programming, subject to restrictions as may be expressly authorized herein or otherwise in accordance with law. Program content is determined by the producer. BNN may place notices of any kind between programs, including notices disclaiming editorial responsibility or control of program content.

1. Commercial content. In order to maintain BNN's status as a charitable, tax-exempt non-profit organization, we must ensure that BNN resources are not used impermissibly for private financial gain or commercial purposes. Therefore, no program cablecast on BNN can contain commercial advertisements or be designed to promote any commercial product, service or business. Non-promotional information may be discussed, but no direct call to action may be included at any point. Phone numbers, addresses and websites may be provided "for more information" within reasonable limits: at the end of a program, for no longer than one minute; or infrequently, for no longer than fifteen seconds, during the program.

2. Non-profit fundraising content. BNN member organizations, or other verifiable non-profits or public agencies, may request in writing to use BNN channels for charitable fund-raising purposes. BNN management must approve any use of BNN channels for fund-raising programs before they are scheduled.

3. Donor acknowledgements. While commercial advertising is not permitted on BNN channels, it is required that programs acknowledge all financial or in-kind support or other donations received from businesses, foundations, individuals or other sources. Donor acknowledgement announcements may include the donor's name, logo or other graphic images, and up to a 15 word description. Each announcement may be displayed no longer than 15 seconds. The description may include product line or services, location and phone number or other contact information; it may identify but not promote the donor - it must be value neutral, and not include comparisons or quality judgments ("best pizza in town", "lowest prices", "delicious food", etc). Announcements may not include any pricing information or call to action ("come on down", "sale this week", "check out our website to buy", etc). For programs of one hour or less, announcements shall appear only at the beginning and end of programs. The duration of all donor acknowledgment announcements combined may not exceed one minute total at the beginning of the program and one minute at the end. Programs running longer



than one hour may include one additional minute of donor acknowledgments at the approximate midway point of the program.

4. Political Content. Political advocacy is encouraged on the Community Access Channel, except during the three day period preceding an election. During this time only "debate programs" will be scheduled. "Debate programs" are programs to which all candidates or referendum advocates have been invited and the format is organized fairly, meaning that all candidate or referendum viewpoints have an equal opportunity to speak and comparable amounts of time.

5. Mature content. If a program is likely to be offensive to some audiences, or is of a mature or adult nature, then the member must inform BNN when requesting cablecast time. Programs including mature content will be scheduled in a late-night time slot (11 p.m. – 6a.m.). Mature content may not be presented for cablecast, whether live or pre-recorded, at any other time. The intent of this policy is not to discourage free expression but to achieve a balance between the First Amendment right to free speech and the desire of cable viewers to be protected – and to protect their children - from unwanted viewing of mature content through the application of reasonable time, place and manner constraints. Programs with mature content may be required to include appropriate viewer advisory messages.

5a. Defining "mature content". These guidelines are provided to help members and staff determine what is appropriately considered mature content. These items are not presented as absolute definitions, but rather as guidelines to assist in making best judgments in scheduling decisions. A program which contains potentially offensive levels of any of the following will be considered unsuitable for children and scheduled in a late night time slot: profanity; nudity; "hate speech" (words or images likely to be considered abusive or discriminatory against any racial, ethnic or religious groups, or on the basis of gender, sexual orientation, or disability); sexual material; violence; any other potentially disturbing content relating to human or animal mutilation, excretory functions, medical procedures, etc

5b. Scheduling programs with mature content. When requesting channel time, members must notify staff if programs may contain mature content. Staff will review programs submitted with mature content and schedule in an appropriate late-night time slot. If no agreement is reached, staff will review the matter with BNN management who will make the final decision about scheduling.

F. TECHNICAL QUALITY STANDARDS. It is understood that many programs are submitted by producers with limited experience and/or using home camcorders and editing equipment that is less than state-of-the-art. However, it is necessary that each program offered for cablecast on BNN-TV maintain optimal technical quality standards. Programs having poor technical quality, that are likely to interfere with a viewer's ability to appreciate the program content or continue watching BNN, may not be cablecast, at the discretion of staff.

G. FURTHER DISTRIBUTION. By requesting channel time, members authorize BNN's further distribution and viewing of submitted programs by other means, such as through web-streaming, festivals, contest compilations or screenings. All policies and guidelines regarding access to channel



time apply equally to distribution via BNN's website or any of its sponsors; "mature" content will not be included.

H. VIOLATIONS. It is the responsibility of staff not to cablecast programs that are found to be in violation of policies and guidelines for channel use, or in accordance with and subject to applicable law, are determined to contain obscenity or other illegal content. Programs that are found in violation may not be scheduled; scheduled programs may not be cablecast; programs may be interrupted during cablecast or may not be repeated. Staff will use its discretion in assessing the severity of the problem and appropriate follow-up; discuss problems with the member and make every effort to rectify the problem in a mutually agreeable way; and document the issue and its follow-up. The member may be required to provide information in writing. If there is no agreement, the matter will be referred to BNN management for a final decision. Possible follow-up and consequences are further detailed in Section IV.

III. ACCESS TO TRAINING AND PRODUCTION RESOURCES

A. TRAINING AND CERTIFICATION. Staff will provide information and guidelines about training opportunities that detail current classes, fees, certifications, prerequisites and procedures necessary for gaining access to BNN's production resources, including studio, van, field and editing equipment.

1. Various certifications to gain access. A member must become certified in the use of specific equipment or facilities to be entitled to use them. Certification must be achieved separately for studio, field, and van production, for example. Distinctions may be made in levels of certification and ensuing benefits. In addition to technical certifications, a member must achieve certification as a Producer in order to propose use of specified equipment for the production of his or her own programming.

2. Certification requirements. Members may become certified either through successful completion of the requirements of BNN workshops or by demonstration of the necessary proficiencies acquired through prior training and experience. Some classes, such as orientation to BNN and its policies, may be required for all as prerequisites to training or demonstration of proficiency. Staff will use its reasonable discretion in the awarding of certifications in order to maintain BNN resources for all users.

B. ACCESS TO PRODUCTION RESOURCES

1. Shared programming rights. Members may use BNN equipment and facilities only to make programs for cablecast on BNN-TV. Members using BNN production resources agree to provide to BNN shared rights to resulting programming. BNN's shared rights shall include the perpetual right to publish and perform such program in any medium and the right of first use. (Programming must appear on BNN-TV first.) Members hold the program copyright and may distribute and use such programming in other ways after it is cablecast on BNN-TV, but BNN's shared rights continue. All programming resulting from use of BNN production resources must include an end credit acknowledging the support of BNN.



2. Use of production resources. Staff responsible for facilitating the use of various resources, each of which has particular requirements, will provide necessary forms, guidelines, staff contact info, and other informational materials that detail the current process for scheduling and use of equipment and facilities. Guidelines will detail procedures and all necessary limitations: the maximum number of uses scheduled at one time, the duration of usage, the total usage allowable for a single or series project, the number of projects allowable at one time, etc.

2a. Project Proposal. Before scheduling or using BNN production resources, members must submit a written project proposal describing the program they plan to produce. Project proposals should be submitted far enough in advance of requested usage to enable all coordination and authorization necessary to permit scheduling. The proposal helps staff determine the producer's resource needs and the feasibility of successful completion. It is used to facilitate the authorization and coordination of the use of BNN facilities and equipment. The amount of time and the date(s) of equipment use will be determined by the staff and the producer. This determination will be based on relevant guidelines, current availability of requested resources, and staff assessment of the producer's prior production experience and readiness to complete the program as proposed. Once approved, this paperwork constitutes a contractual commitment of the producer to BNN with respect to the specifications in his/her proposal, including: an equipment usage plan; a timeline for all phases of production and for completion and cablecast of programming; and the producer's agreement to comply with these policies and other applicable guidelines, including producer's acceptance of liability for loss of or damage to equipment. The successful completion of plans and prior agreements will be considered strongly in subsequent proposals. Upon approval of the project proposal, designated staff will schedule use of equipment and facilities as detailed in guidelines. Additional paperwork may be required.

2b. Series projects. A producer who wants to propose a new production series project must have completed and successfully cablecast similar programming, including a series pilot that has demonstrated the producer's ability to produce a series program within its prescribed timeline and equipment usage plan. Series projects will be limited to a maximum of 13 programs and one year of equipment use. Guidelines may further limit these maximums in order to assure availability of limited resources for all. An extension of the series project may be proposed when one half of the current series have been cablecast. Approval will depend on current availability of resources and on the producer's performance in completing programs as planned in the current project proposal. All programs of a series must have a standard running time, consistent with guidelines for use of channel time.

3. Scheduling, notifications and cancellations. Every scheduled use of BNN production resources must be viewed as an asset that others would use if it were available. It is essential that scheduled bookings be utilized to their fullest potential and not squandered. Respect and courtesy for other scheduled users – or would-be users – must be consistent. No-shows, late arrivals and late cancellations are tracked by staff and highly relevant in consideration of future project proposals. The consequences of violations are described in Section IV. All scheduling of equipment and facilities must be done as far in advance as possible and in accordance with guidelines posted for each production



resource. Last-minute scheduling may be possible at the discretion of staff, providing there is no conflict with other duties. Producers are responsible for having ready access to BNN contact information and calling to notify the relevant staff if running late or needing to cancel due to unavoidable circumstances. Written explanations may be required. Bookings will not be held beyond the scheduled start time without such contact. Future reservations may be jeopardized by failure to adhere to this requirement. Whenever possible, cancellations should be done with enough notice for someone else to use take advantage of the availability.

C. FUND-RAISING

1. PROHIBITION OF COMMERCIAL ACTIVITIES. BNN production resources or other assets may not be used by members for commercial activities or private financial gain. In order to maintain BNN's tax-exempt status, violations of these and related policies and guidelines may lead to loss of member privileges as detailed in Section IV.

2. DONOR SUPPORT ENCOURAGED. It is understood that production of programming can be costly and that many members, both individuals and organizations, have financial constraints that limit production capacity. Therefore, producers are encouraged to seek commercial underwriting and/or grants from foundations, government agencies and/or private businesses to help fund their programs. It is essential that any such arrangements be conducted openly and correctly.

3. DISCLOSURE OF BNN SUPPORT. Members must accurately identify themselves as independent producers to potential funding sources. BNN must be accurately described as a non-commercial, non-profit organization that provides free services, production resources and channel time to members. Under no circumstances may an independent producer charge for anything he or she is receiving at no cost from BNN – whether use of production resources, channel time or any other service provided to members.

4. FINANCIAL DISCLOSURE. In each instance that program funding is planned or received for any program using BNN production resources, the producer must fully disclose arrangements before use of BNN facilities will be authorized. In the event funding is re-arranged or subsequently arranged (during production or after completion and cablecast of programming) the member must disclose the new information without delay.

5. BNN'S RIGHT TO SHARE IN COMPENSATION. In the event a member using BNN production resources is compensated by a third party for any production or for any resulting programming, BNN shall have the right to be reimbursed at a reasonable market rate for use of production resources. These provisions will be waived if the amount of funding covers no more than actual documented expenses such as for tapes, sets, transportation, and crew meals. If the funding provides for payments to individuals such as the producer, crew, or talent, an equitable arrangement for sharing of proceeds to support BNN costs will need to be approved by BNN management.

6. BNN SUPPORT FOR FUNDING PROPOSALS. Members are encouraged to share their ideas with staff in order to avoid duplication of efforts, to encourage collaboration with other producers, and to gain the benefit of staff expertise. When funding proposals are closely in line with BNN priorities, BNN management may write letters in support. In other instances, BNN may collaborate on joint proposals



or serve as the fiscal agent and administer the funds for proposals that incorporate reimbursement for BNN'S administrative and other costs. All funding proposals or other forms of support that indicate any participatory role or support from BNN must receive written approval from BNN management in advance. BNN reserves the right to be selective about what funding proposals it will support.

7. ACKNOWLEDGMENT OF DONORS. All funding support must be acknowledged in resulting programming as described in Section II.D.3.

IV. SANCTIONS

BNN reserves the right to restrict, temporarily suspend or deny member privileges, including use of production resources, channel time and entry to facilities, to any individual who has violated his or her membership agreement. Each BNN member is expected to know and abide by these Access Policies and related guidelines. In the event of violations, it may become necessary for BNN to take disciplinary actions or otherwise impose sanctions. Because each case may be different, BNN reserves the right to deal with each member or situation individually. A program violating content policies, for example, may lead to its not being repeated or the suspension of its series time-slot, but not necessarily denial of access to production resources. Likewise, a problem negatively impacting other BNN members may result in loss of equipment access, but not necessarily suspension of channel time. How sanctions are imposed depend upon the seriousness of the violation, the member's previous actions, precedence and other relevant factors. The type of sanction and duration of disciplinary action will vary with the nature of the infraction and the history of the member. In extreme cases, member benefits may be permanently terminated. BNN management and staff will exercise judgment giving the highest importance to the best interests of the BNN community as a whole, but also giving due consideration to the individual's rights. Sanctions shall be implemented, where possible, after providing the affected person with reasonable notice of the basis for the action, and a fair process for being heard on the matter.

A. IMMEDIATE SUSPENSION FOR MAJOR VIOLATIONS. As noted above, members have responsibility in the maintenance of a safe and productive workplace. Any behavior which threatens the safety and well-being of staff, members or other visitors may result in immediate suspension of member privileges and the requirement that the suspended member leave BNN premises until further notice. Staff may issue an **immediate temporary suspension** in such cases and immediately notify BNN management, including all necessary detail; the suspended member may not then return to BNN or regain access privileges without the approval of BNN management. An **immediate ninety day suspension** may be issued by BNN management in these cases or when it is determined that there has been an apparent policy violation of a serious nature, particularly those relating to Sections I.H. and III.C. During the subsequent ninety days, the affected person will be provided reasonable notice and a fair process for being heard on the matter prior to any consequent decision.

B. REMEDIAL PROCESS FOR LESSER VIOLATIONS. A single instance of violation of most policies and guidelines will not result in immediate suspension. It is understood that problems may arise, at times, which are unavoidable. Usually, a brief conversation between staff and members leads to an improved



understanding of policies and of the fact that they are in place to protect the interest of members. But, for the sake of all members, staff is responsible for guarding against the emergence of a pattern of violations and for following up as necessary to achieve conformity with all relevant policies and guidelines. The follow-up steps, from verbal warning to written warning, are documented by staff. Members are welcome, and may be required to add written comments to the record.

C. SUSPENSION FOR PERSISTENT VIOLATIONS. If the remedial process is ineffective and violations continue, staff will recommend suspension or other sanctions and forward all related records to BNN management, who will make the decision.

D. APPEALS. In accordance with BNN Bylaws, the Grievance Committee of the Board of Directors will hear complaints from members relating to claims of unfair treatment, rules violations, and improper management decisions. Complaints must be submitted to the committee in writing only after being thoroughly pursued with BNN management. The Committee has the right to refuse to pursue matters which it believes are trivial, irrelevant or beyond its scope. The decisions of the Grievance Committee are final.