

Provincetown
Community Television

Rules
&
Policies

PROVINCETOWN COMMUNITY TELEVISION

RULES AND POLICIES

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I. PTV

The mission of Provincetown Community Television is to serve as a model community access organization providing programming and educational opportunities to the community through all means technologically available.

Provincetown Community Television (also known as PTV) is an independent, non-profit organization governed by a board of directors from the Provincetown community. The purposes and powers of PTV are set forth in the Articles of Organization for Provincetown Community Television, filed with the Office of the Secretary of State of the Commonwealth of Massachusetts. The details of corporate governance and organization of PTV are set forth in the By-Laws of Provincetown Community Television. Copies of the Articles and By-Laws are available from the corporate Secretary upon request. The access corporation is financed by program underwriting, sponsorship, member fees, donations and negotiated franchise fees.

PTV will provide residents of the Town of Provincetown, MA with the widest possible range of diverse community-produced television programming available.

PTV will train the residents of the Town of Provincetown, MA in the proper use of television equipment, educate them in television techniques and will provide access to channels, origination facilities, production studio and equipment.

PTV will provide the means for individuals and organizations to engage the community, stimulate public conversation, and promote a flourishing marketplace of ideas. PTV welcomes divergent views.

II. Statement of Purpose For The Rules and Policies of PTV

PTV policy decisions are made by its Board of Directors, pursuant to the PTV Articles and By-Laws. The PTV Board appointed an Executive Director to set day to day procedures which would further the purposes of policy and power reserved to the Board by the Articles and By-Laws. These Rules and Policies are designed to set predictable procedures and standards for training, scheduling, and access to the production and presentation of quality programming on PTV, its hours of operation, and the setting of attendant fee schedules and fees for services for raising revenues to support PTV operations so that PTV can be self-sustaining. To the extent that there may be any unintended conflict between these Rules and Policies and the corporate Articles or By-Laws, the Articles and By-Laws will take precedence.

III. Role of PTV Staff

PTV staff provides technical assistance to community members and are responsible for the day-to-day operation of the facility. The Executive Director reports to the Board of Directors. The primary role of PTV staff is to train community producers, maintain equipment and facilities, schedule programming and equipment, and bring community volunteers together in an environment that will foster the best use of public access television. The management of the corporation reserves the right to schedule equipment and the facility as needed to perform operational requirements.

IV. Location

PTV is located at 330 Commercial Street, Provincetown, MA 02657.

V. Membership

A. PTV is open to any person or institution that pays an annual PTV fee.

- Provincetown Resident \$30.00
- Non-Resident \$50.00
- Provincetown Resident Under 18 or Over 65 \$15.00
- Non-Resident Under 18 or Over 65 \$25.00

Household memberships allow all members living at the same address to enjoy the full benefits of PTV membership.

- Provincetown Household \$50.00
- Non-Provincetown Household \$90.00

Institutional memberships are reserved for organizations with federal tax identification numbers. Institutional memberships allow those institutions to designate 5 PTV members from within their organization.

- Provincetown Institutional \$100.00
- Non-Provincetown Institutional \$150.00

B. PTV Members. People who pay an annual fee qualify to receive training and are called PTV Members. Minors require a parent or legal guardian to authorize their PTV Member status. Proof of age, Provincetown residency, or local taxpayer status may be required.

C. Benefits:

- Attend some PTV workshops to gain PTV Producer status.
- Reserve channel time on PTV for cablecast.
- Receive periodic email updates.

D. PTV Producers. PTV Producers are eligible to become certified in the use of a variety of PTV equipment including but not limited to studio cameras, lighting, edit stations, and control room equipment. The use of such equipment requires that PTV Producers meet the requirements of the particular workshops that pertain to that equipment. Some workshops may entail additional fees. In this way, PTV Members become PTV Producers in various categories.

E. An alternate method of payment will be made available for reduced rates on both annual membership and workshop fees in exchange for volunteer time. Membership fees will be reduced at a rate of \$10 per one hour of volunteer time.

VI. Training and Certification

- Eligible members may enroll in workshops on a first-come, first-serve basis. Members can enroll in basic training workshops after attending an Orientation session. Enrollment in intermediate and advanced level workshops may require prior attendance at a specified basic workshop.
- Attendance at all meetings of a workshop, in the sequence given, is expected. Failure to attend may result in being dropped from the workshop.
- A PTV Producer must become certified in the use of equipment to be entitled to use the equipment. To become certified, a PTV Producer must demonstrate a working knowledge of the equipment.
- By virtue of extensive television/communication experience, a PTV Member may receive certification by passing certification exams without having taken a workshop.
- Workshops are nonrefundable. Members who have enrolled in a workshop and do not complete the workshop are not entitled to a refund.

VII. Media Format and Policy

- Media. PTV will provide media stock (DVD) free of charge to certified producers for a program master and a producer copy only. This master will be the property of PTV. The

community producer must purchase all production media for raw footage. New media, at a reduced rate, will be available to all certified producers.

B. Retention and use of media

1. The master DVD will be kept in the PTV library for 2 months. A master may be kept longer depending upon program content and availability of storage space. PTV reserves the right for unlimited distribution of the production over an PTV network. PTV reserves the right to duplicate the program for PTV purposes including for air copies and dub requests. The program will not be duplicated and lent out to other cable access stations for airing without the producer's permission.
2. If footage produced or edited at PTV is at any time sold, rented, or brings in any money to the producer, PTV is entitled to 20% of all moneys received.
3. PTV is not responsible for raw footage left at the facility.

C. Ownership Rights

1. The copyright for programs produced by PTV specifically for regularly scheduled PTV programming shall be retained by PTV. This includes the right to distribute the program to other cable systems.
2. The copyright for programs produced by PTV producers using PTV equipment will be retained by the PTV Producer. This includes the right to distribute the program to other cable systems. However, PTV has the right to make dubs of the program for a fee of \$10 per DVD and retains the right for unlimited distribution of the program on a PTV network.

VIII. Access and Use of Facility and Equipment

A. Authorized Use

- PTV equipment and facilities are available for use by any PTV producer who is certified by PTV staff through training.
- PTV equipment and facilities are to be used for producing programs for distribution on PTV.

B. Use of production equipment and studio facilities is scheduled on a first-come, first-served, non-discriminatory basis. However, no one individual or group may monopolize equipment, and the Executive Director may take whatever actions deemed necessary to rectify such a situation.

C. Access users under the age of 18 must have a signed consent form from a parent or legal guardian who accepts responsibility for the equipment or facility and its use by the minor.

D. PTV will not be responsible for the personal property of people using the PTV facility.

E. Producers must identify themselves only as volunteer public access certified producers, and not as staff, employees, or in any way as official representatives of PTV.

F. Users are responsible for loss or damage due to theft, negligence, or abuse of equipment while it is checked out to them. All fees in connection with repair, replacement or service must be paid in full or a payment schedule agreed upon with the Executive Director before any further equipment or facility use will be allowed.

G. Any equipment or personal property used at PTV must be used in such a manner as to not create a hazard.

H. Certified producers are responsible for the behavior and actions of their guests, talent, and others in attendance and require their guests comply with these policies.

I. To use field equipment, the studio, or edit suites the producer and all crew must be certified in

that field equipment, studio, or edit suite.

Reservations for field equipment and edit suite use should be made a week in advance.
Reservations for studio use should be made two weeks in advance.

K. Equipment Use

1. All equipment must be checked-in and out by PTV staff.
2. Equipment checkout forms must be filled out accurately and completely and be signed by the user.
3. It is suggested that users set up and test equipment before removing it from PTV. Failure to do so will be the user's responsibility. The return of damaged or broken equipment will be the responsibility of the PTV Producer who checked out the equipment.
4. Users must report any problems or breakage when returning equipment.
5. Normally equipment may be used for no more than 24 hours or one weekend unless the Executive Director or Access Coordinator grants permission.
6. No more than one camera out per certified producer, unless otherwise approved by the Executive Director or Access Coordinator.
7. Equipment must be returned on time and by the access producer who borrowed it. Failure to return equipment promptly will result in a warning. Subsequent late returns shall result in loss of privileges.

L. Studio and Facility Use

1. Live studio production will require supervision.
2. Studio productions are to be scheduled during regular PTV station operating hours unless the Executive Director or Access Coordinator grants special permission.
3. PTV reserves the right to pre-empt a scheduled studio production for another activity or production of special or timely value.

M. Scheduling:

1. Certified producers must complete a Program Proposal form before scheduling equipment or facility usage.
2. Equipment requests should be scheduled a minimum of one week prior to the actual date of intended use. These bookings will be made after the Program Proposal has been approved. Only the producer named in the Program Proposal can make bookings.

N. The order of priority for resolving scheduling conflicts is as follows:

1. Production Workshops
2. Productions
3. Rehearsals or Crew meetings

O. Staff must be notified when producer is finished with the studio or editing suite.

P. Care of Equipment and Facilities:

1. Individuals using PTV equipment and facilities will not tamper with or change any wiring or components. Producers should not alter equipment settings outside the

scope of their PTV training. **No attempt should be made to repair or work on equipment.**

2. All equipment defects, damages, and problems should be reported to PTV staff upon check-in.
3. No food, drink, or smoking is allowed near equipment at any time either on PTV premises or in the field.
4. Equipment may not be kept in a car overnight, or exposed to elements, which could cause equipment failure.
5. Users are expected to keep PTV facilities in a clean and neat condition:
 - Equipment, props, scripts, etc. should be removed or put away at the end of the session. Cables should be wrapped properly. Power should be turned off and floors swept.
 - Repeated failure to clean up properly and on time will result in loss of privileges.

IX. No-Shows on Scheduled Equipment Time

A. Cancellation of equipment and facility reservations must be made 24 hours in advance, except in cases of emergency. A user whom is more than 60 minutes late picking up equipment and who has not contacted PTV in this period of time will be considered a "no show" and the equipment may be released to another person. Once the facility or equipment has been released to another producer, the person using it cannot be bumped.

X. Technical Requirements

1. All PTV programming must conform to standard NTSC signal formats and quality controls.
2. Standard program lengths on PTV are 28:30, 58:30, or 118:30. Exceptions may be made by the Executive Director.

XI. Content Technical Requirements

A. The producer of the program accepts all responsibility for the content of the program and must agree to hold harmless and indemnify PTV staff, volunteers, Board of Directors, The Town of Provincetown, and Comcast Cable.

B. At the discretion of PTV all productions shall carry the following tag:
"PTV and the Town of Provincetown are not responsible for the content of this program."

C. At the discretion of PTV all productions using PTV facilities and/or equipment shall carry the following full-page credit at the end of the program:
"Production facilities provided by Provincetown Community Television."

D. PTV may require that an appropriate additional disclaimer be included at the beginning and during other sections of programs with certain content such as but not limited to political content, reenactments, violent material, adult language, or sexually explicit material. PTV reserves the right to determine all time slots for all programming and such content will be a determining factor in scheduling.

E. Presentation of the following material on the community access channel is prohibited:

- Any program that is commercial in nature including but not limited to qualitative or comparative claims, direct inducements to action, and overly promotional material.
- Any material that is intended to defraud the viewer or is designed to obtain money by false or fraudulent pretenses, representations, or promises.

- All advertisement of (or information concerning) any lottery, gift, enterprise, or similar scheme offering prizes dependent in whole or part, upon lot or chance; or any list of prizes drawn or awarded by means of such lottery, gift enterprises or scheme, whether list contains any part or all of such prizes.
- Libelous or slanderous material.
- Material that constitutes an invasion of privacy.
- Material that is obscene according to state or federal laws.

F. Obtaining personal releases and copyrights is the responsibility of PTV producers, not PTV. Anyone producing programs in a normal classroom setting in the Provincetown Schools must have on file at PTV a signed copy of a release form that covers each student.

G. All programs must adhere to copyright regulations.

H. All programs may be referred to the PTV Board of Directors and to legal counsel by the PTV Executive Director for a ruling as to whether they violate these content rules.

XII. Channel Time Request and Cablecast Procedures

A. Requests for Cablecast:

1. All requests for channel time on PTV will be processed on a fair and equitable basis.
2. Programs produced by PTV Producers for PTV, with an approved Program Proposal Form, are eligible for submission via a Request for Cablecast form, which must be filled out and signed prior to the program's being cablecast.
3. Programs produced outside PTV may be cablecast if they meet the technical and legal standards specified in this document and only if submitted by a sponsor who is a PTV Member. The local sponsor must submit a Program Sponsorship Form.
4. Outside programming may be scheduled via the approval of the Executive Director.
5. Programs submitted for cablecast will be allowed one cablecast. Subsequent showings will be scheduled at the discretion of the staff.
6. PTV reserves the right to reject any program for cablecast should it not meet the technical and content standards already outlined.
7. PTV retains the right to schedule programming at its discretion.

B. Series

1. Regularly scheduled series time slots will be allocated at the discretion of staff.
2. If a series producer fails to produce new, original programming for more than two consecutive showings or regularly fails to have programs ready for scheduled cablecast, the time slot may be reassigned to other users.
3. A series may be daily, weekly or monthly and will require periodic renewal.

C. Scheduled programs may be pre-empted for time-sensitive programs. Submitted media should be labeled as per posted guidelines at PTV.

XIII. Political Programming

A. **Political Programming Definition:** Programming dedicated to candidates for public office or concerning a ballot/warrant issue. Any program describing declared political candidates or describing ballot issues that are directly related to a current campaign is considered "political programming". Programs which include appearances by incumbents acting in their current elected or professional capacity are not included in this definition.

B. PTV maintains a non-partisan political policy, which includes no political advertising. Each program produced by PTV and for which PTV has direct editorial control will be non-partisan and will provide an equal opportunity for all candidates or parties concerned to participate. If a candidate or issue representative declines to participate, PTV will not be obligated to provide other opportunities.

C. At all times political programming must conform to the same guidelines and procedures governing all public access programming at PTV.

D. Additional responsibilities during election periods: No Political Programming will be scheduled on-air within one week of an election, with the exception of a Political Forum or Debate.

E. Definition of Political Forum or Debate: Debate programs are programs to which all candidates or referendum viewpoints have been invited and the format is organized fairly, meaning that all candidates or referendum viewpoints have an equal opportunity to speak with comparable amounts of time. The Forum/Debate must have an identified impartial moderator.

F. Public meetings such as Board of Selectmen and School Committee meetings are not considered political programming, they are considered governmental programming.

XIV. Program Promotion

- A. All community producers are encouraged to promote their own programs.
- B. Effective promotional techniques include short news releases we can send with our cablecast schedule to area newspapers and radio stations in addition to a listing on the PTV bulletin board and website.

XV. PTV Community Bulletin Board

- A. The PTV community bulletin board is to be used for Provincetown not-for-profit and community groups to publicize activities and events. PTV reserves the right to use the community bulletin board to thank groups, individuals, or businesses for their support.
- B. Copy must be submitted one week prior to message to begin airing.
- C. All messages may be removed after two weeks of airtime.
- D. PTV staff reserve the rights to layout, re-format, and/or refuse any message.

XVI. Underwriting and Grants

A. General Information:

1. PTV certified producers are encouraged to apply for and receive underwriting or grants that aid in the development, production, distribution, or improvement of programs.
2. Before making any solicitations for program funding, you must meet with PTV staff regarding your plans. At that meeting, we will review with you the policies and procedures governing underwriting and grants. The PTV name may not be used in connection with any program or solicitation without PTV approval.
3. You must explicitly inform all prospective underwriters and/or grantors you are a

certified producer acting on your own behalf - not an PTV official, and that PTV does not assume any responsibility for your program.

B. Grants

1. PTV will work with the producers on a case-by-case basis to evaluate the scope of their project and its involvement with PTV, PTV staff, and PTV equipment and facilities.
2. PTV will provide a rate sheet and breakout of costs associated with the underwritten project. In this way, the producer can submit this PTV authorized form as part of their grant proposal.
3. Funds in the grant budget appropriated for PTV will be paid to PTV and will not be refunded should the producer fail to meet the terms of the project for which they have received a grant.

C. Underwriting and Donations

PTV relies on the generosity of the community to help us fulfill our mission. Support for program production can be in the form of donations of goods or services or sponsorship money in the form of underwriting; all forms of support must be made directly to PTV.

PTV Field Production Policy

PTV encourages all community members to produce content for our PEG channel 17. In order to help existing producers and potential producers achieve their production goals, PTV offers several options:

D. Field Production Options:

1. Do it Yourself: PTV offers basic training on camera operation in order for active producers to record their shows. Classes are conducted on an as needed basis; completion of the basic camera class certifies your ability to use a camera in the field.
2. Hire a PTV Certified Camera Operator: PTV can provide you with a list of trained camera operators to hire. The rate is \$15 per hour with a one hour minimum. Operators are eligible to use PTV equipment as long as the shows will be aired on PTV 17.
3. Seek Underwriting Support: PTV staff can work with producers to develop a budget for their show and develop a fundraising strategy to provide financial support for production costs.
4. Utilize the PTV Production Fund: A special fund underwritten by local businesses has been established to provide PTV producers with financial assistance for taping and editing projects that meet the criteria for this special fund; projects focused on local non-profits and Provincetown history are eligible for support. Producers must submit a request for funding to PTV and the Programming Committee will review all requests. You will be notified within 15 business days of the PC decision.

Funding maximum is \$30 per half hour show (\$15 for taping and \$15 for editing) and \$60 per full hour show (\$30 for taping and \$30 for editing); producers requesting camera operators and editors must submit their requests to the Executive Director who will contact and schedule the camera operators.

E. Acknowledgement

1. All acknowledgments shall open with "Support for the following program has been provided in part by..." or something substantially similar. Contributors of products or services may be acknowledged in the credits with specific references to the type of their donation. For example, "Catering provided by..."

2. Underwriting acknowledgments may include the following:
 - . Logos and/or corporate slogans, which identify and do not promote;
 - . Shots of the inside or outside of an underwriter's business;
 - . Location and contact information;
 - . Value neutral descriptions of a product line or service.
 - .
3. The following practices convey a commercial impression and are not permitted:
 - . Qualitative or comparative language or claims;
 - . Price information;
 - . Solicitation of direct viewer response of any kind, such as "... buy one today...", "... give us a call at...", or "... visit our showroom located at..."

XVII. Rules of Conduct

- A. Proper respect and care of the equipment must be maintained at all times.
- B. Possession or use of any illegal substance, drugs, alcohol, weapon, or firearm on PTV premises is strictly forbidden.
- C. Smoking is not permitted on PTV premises..
- D. No one will be allowed to operate equipment or remain at PTV facilities while exhibiting unacceptable behavior. Unacceptable behavior includes, but is not limited to:
 1. Signs of intoxication.
 2. Harassment or intimidation of staff, certified producers, volunteers, or board members.
 3. Abusive language or actions, as determined by the PTV staff.
 4. Inability to handle the equipment safely and properly
- E. PTV telephones and office machines are for PTV business only. Volunteers may give out the PTV phone number for use only in cases of emergency and must have staff permission to utilize telephones.
- F. Time spent at PTV is to be used for producing programs, training, or for specific volunteer services.
- G. Violation of the above rules can result in immediate expulsion from PTV premises. Repeat violations can result in permanent loss of privileges.

XVIII. Violations of Policy

A. Major Violations: PTV strives to maintain a safe, healthy, sustainable environment for the entire community. PTV will maintain an environment that operates within all state and federal laws. PTV strives to ensure a fair environment that preserves the integrity of PTV facilities for all users.

1. Examples of major violations include, but are not limited to:
 - Commercial or profit-making use of PTV equipment/facilities.
 - Misrepresentation of an individual's affiliation with PTV.
 - Falsifying documents.
 - Unauthorized use of equipment.
 - Abuse of equipment, including attempted repair, rewiring, facility reconfiguration, and improper transport.
 - Harassment, intimidation, or abuse of staff, members, or Board of Directors.
 - Sexual harassment.
 - Copyright infringement.
 - Possession of illegal items on PTV property.

- Interfering with PTV operations.
- Unlawful acts

2. A major violation may result in an immediate 60-day suspension of privileges.

3. Any subsequent major violation will result in the permanent termination of affiliation and loss of PTV equipment and facility privileges. Terminated members may be reinstated only by application to the PTV Board of Directors.

B. Minor Violations

1. Other violations include, but are not limited to:

- Failure to cancel a reservation for equipment or facilities.
- Late pick-up or return of equipment without notification and approval.
- Failure to clean up properly and on time after using the facilities.
- Eating or drinking in non-designated areas.
- Using equipment without appropriate certification.

2. The first violation of this kind will result in verbal warning. Further violations within a one-year period will result in:

- Second Violation: Written Warning
- Third Violation: One-Week Suspension of Privileges

C. Staff Prerogative:

The Executive Director is authorized to issue warnings and suspensions. In addition, any PTV staff person or designated facility manager may reasonably refuse access to PTV production facilities, equipment, or premises. Violations can be issued for failure to comply with the Rules and Policies as set forth in this document.

XIX. Discrimination Policy

A. PTV does not discriminate based on race, color, religious creed, national origin, sex, handicap, or sexual orientation.

XX. Harassment Policy

A. PTV intends to provide an environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or other offenses, which might interfere with this environment. Harassment of any sort - verbal, physical, visual - will not be tolerated. Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

XXI. Sexual Harassment Policy

A. Sexual harassment is strictly prohibited at PTV. Sexual harassment is illegal under both state and federal law. In some cases, it may be grounds for prosecution under the criminal conduct law as well. Equally important, however, is that sexual harassment creates a hostile working environment, which is contrary to all of our efforts to create and maintain a creative workplace.

It is the goal of the PTV to promote a workplace that is free of sexual harassment. Sexual harassment of employees and volunteers occurring in the workplace or in other settings is unlawful and will not be tolerated by PTV. 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 the PTV 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.

B. Definition:

For purposes of implementing this policy, PTV will use the definition below, which is the definition of "sexual harassment" as outlined by the Commonwealth of Massachusetts Human Resources Division.

In Massachusetts, "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, and 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.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct. The harasser may be anyone including a supervisor, a co-worker, or a non-employee, such as a recipient of public services or a vendor.

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 the Commonwealth of Massachusetts.

C. Questions. If you believe you have been the subject of any type of harassment, you should contact the Executive Director, Board of Directors, or:

Massachusetts Commission Against Discrimination
One Ashburton Place_Sixth Floor, Room 601_Boston, MA 02108
(617) 994-6000

or

U.S. Equal Employment Opportunity Commission
1 Congress St.
10th Floor, Room 1001
Boston, MA 02114
(617) 565-3200
TDD (617) 565-3204
(800) 669-4000
TDD (800) 669-6820

Once reported, all incidents will be dealt with according to the following procedure.

D. Complaints. Any volunteer or producer that believes that he or she has been subjected to sexual harassment should feel free to use this procedure without threat of intimidation, retaliation, or harassment. Any intimidation, retaliation, or harassment against an PTV individual due to exercise of rights under this policy will be grounds for discipline up to and including discharge.

Every reasonable effort will be made to maintain confidentiality. Allegations of sexual harassment will be disclosed only to those with a need to know in order to conduct a fair and thorough investigation and/or to take appropriate corrective action.

E. Resolution by Informal Discussion. Any person who believes he or she has been the subject of "hostile environment" sexual harassment should first discuss the matter with the individuals listed in this policy. Alternatively, the volunteer or producer may attempt to resolve the problem through discussion with the harasser. In cases in which discussion of the problem with that person presents particular stress or difficulties, the complainant may consult on an informal and confidential basis with any of the individuals listed in the policy. Any PTV individual may also ask any of the individuals listed in this policy to arrange and attend the meeting at which the alleged harassment will be discussed.

F. Sexual Harassment Grievance Procedure. If the problem has not been resolved to the satisfaction of the complainant through informal discussions and he or she has decided to file a written grievance with the Executive Director, the following procedure is to be observed.

1. What should be filed?

A grievance must be in writing and should summarize the harassment complaint. The grievance must name the harasser where known and give the specifics including the time, witnesses, places, etc. The grievance must also list the remedy sought by the complainant.

2. When and where is to be filed?

The grievance should be filed within 90 days of the incident(s) giving rise to the complaint. PTV may extend this period of time if it finds there were extenuating circumstances.

3. How will the grievance be processed?

- The Executive Director will attempt to resolve the grievance by discussions, investigations with all concerned parties or any other steps which are deemed appropriate.
- The Executive Director will discuss the grievance with the Board of Directors and the PTV legal advisors. The volunteer or producer named in the complaint will be made aware of allegations and will be given the opportunity to respond. Depending on the circumstances, among the courses of action that may be recommended are: verbal warning, written warning, counseling, suspension or discharge of an individual or individuals who have engaged in the offensive action.
- The individual initiating the investigation will be informed of the outcome of the investigation and any action that PTV has taken to deal with the situation.

XXII. Grievances and Appeals

A. Members are encouraged to resolve grievances on the staff level.

B. Grievances regarding disciplinary actions, workshops, studio space assignment, channel time allocation, facility or equipment availability, or any other matter must be discussed first with the Executive Director. If that discussion fails to provide an adequate explanation or solution, the aggrieved producer may file an appeal requesting a hearing before the PTV Board of Directors. Requests must be made in writing to the President of the Board, within five working days after the meeting with the Executive Director to discuss the grievance. All decisions of the PTV Board of Directors regarding the grievance and appeal shall be final.

XXIV. Elastic Clause

This is a living document. These rules and policies are subject to amendment and alteration. Any revision of these rules and policies shall be posted as notification for PTV volunteers and producers.

Agreement with Rules and Policies

I have read and am familiar with, and agree to abide by, the Rules and Policies of Provincetown

1. I understand that the material I produce will be used for programming on Provincetown
2. I understand that the following material is prohibited for presentation on Provincetown Community Television:
 - Any commercial advertising;
 - Any material which constitutes libel, slander, pornography, invasion of privacy or publicity rights;
 - Any unauthorized use of trademark or copyright;
 - Any material in violation of FCC law;
 - Any material which violates local, state, or federal laws.
3. I agree to obtain all necessary clearances and permissions from any and all organizations, individuals, and groups as may be needed to cablecast material on Provincetown Community Television.
4. I understand that I am fully responsible for all PTV equipment and facilities that I use, and I agree to pay for the replacement of any and all equipment damaged or destroyed while signed out in my care, custody, or control.

5. I understand that I am responsible and agree to indemnify and hold harmless the Town of Provincetown, Provincetown Community Television, its directors and employees (and their successors) from any liability, loss, claim, cost, or damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by me infringes or violates any rights of any person or organization.

Signature _____ Date _____

Name _____

Address _____ Zip _____

Phone _____

If producer/volunteer is a minor, name and signature of legal parent/guardian is required below.

Signature _____ Date _____

Name _____