

- 3 Strikes
 - Who
 - This policy applies to all members of Inventor Forge Makerspace.
 - What
 - Due to recent events, the Board felt the need to enact a policy to deal with issues of discipline in a structured and professional manner. This policy is meant to deal with issues of legality, safety in the workspace and conduct toward the space and its members
 - Safety & Security
 - Legality
 - Breaking the law while in the space
 - Any action that may place the organization in a position of liability.
 - Gunsmithing or modification of firearm
 - Explosives of any kind
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 - Emergency procedures
 - Steps in an emergency
 - Get safe
 - Call for help if needed
 - Police, fire department, and/or ambulance
 - Call IFMS emergency contact or backups.
 - Safety hazards
 - Using a tool without being trained.
 - Using a tool in a manner that is deemed reckless or dangerous.
 - Breaking or disabling a tool and not alerting a Board member and/or Captain within 24 hours by Slack, email, or phone.
 - Violence
 - Standard of conduct
 - Harassment
 - Discrimination
 - Victimization
 - Alcohol and Drug Use
 - Where
 - This policy applies to incidents that happen while on EDC property, Inventor Forge property, or while attending off site events as a member of Inventor Forge Makerspace.
 - When
 - Members should attempt to alert a board member in a reasonable amount of time to any situation they feel this policy applies.
 - A reasonable amount of time would be within within one week (2-3 days?) of the incident taking place.
 - An incident reported outside of a reasonable amount of time will be examined at the boards decision.

- Accused members will have a period of one week to respond to accusations in written form once the board has informed them of the accusation.
 - The board will strive to complete any investigation and enter a decision within thirty (30) days from the date they were informed of the offense.
 - If needed, an investigation may exceed the thirty day period if circumstances warrant an extension.
- Why
 - This policy is needed to:
 - Provide a safe and healthy workspace for all members of the community,
 - Identify area of training that need to be improved or corrected.
 - Provide a structured and informative process to alert members of infractions and give them a chance to learn from their mistakes.
 - Provide a fair and ordered process to deal with members that choose to ignore the rules of the community.
 - Protect the makerspace by providing documentation and reasonable actions taken to correct dangerous situations.
- How
 - Infractions
 - The Board will provide a list of policies posted in each workshop and online categorizing expected member behavior in the space.
 - Reporting Process
 - If a member is caught or reported breaking one or more of these policies, a statement needs to be written and signed by the member observing the action.
 - The accused member will be interviewed and given a chance to respond to the accusation in writing.
 - Once all parties have been given a chance to be heard, the board will examine the incident and make a determination, by Majority vote, on whether the accused member broke a policy and what the appropriate punishment will be.
 - Strikes
 - Strikes are meant to be given in instances where a member engaged in behavior that could endanger the makerspace, themselves, or other members.
 - Will expire one year after the date of issuance.
 - Each strike will include a record of the offense, the policy broken, what correct action should have been taken by the member, and the level of punishment.
 - Accumulation of three strikes in any combination of policies during a rolling year may result in a temporary termination of membership up to a permanent ban from the community.
 - Whether a member can return after a period of time will be decided by the board at the time of expulsion.
 - Escalation of punishment

- In certain situations, a violation of policy may require skipping preliminary levels of punishment and elevating to a higher level. In these situations, the Board may decide to pursue an immediate permanent termination of membership. This would require a unanimous decision of all sitting board members. A temporary ban of membership for a board determined amount of time without refund can be enacted in the event of a failed termination vote by a majority vote.
- Board members as incident reporters
 - If a board member reports the incident, they should be excluded from the investigation and voting of the accused member so there is a fair and impartial quorum.
- Applying the policy to Board Members
 - If a board member is accused of breaking a policy, they will be excluded from the investigation and voting.
- Exclusion of a Board Member resulting in an even quorum
 - If exclusion of the a board member results in a even number of sitting board members, the board will choose a member of the Makerspace to temporarily participate as the odd member to negate the possibility of a tie. This should be done immediately so that temporary member can be present for the extirpy of the investigation.

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