

## 3 Strike Policy

This policy is meant to deal with issues of legality, safety in the workspace, and conduct toward the space and its members. This policy applies to all members of Inventor Forge Makerspace.

### **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

#### 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

- Harassment
- Discrimination
- Victimization
- Alcohol and Drug Use

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. 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 2-3 days of the incident taking place. An incident reported outside of a reasonable amount of time will be examined at the board's discretion. 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.

### **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 will 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 entirety of the investigation.