

Policy Infraction Guidelines

These guidelines apply to all Members of Inventor Forge Maker Space and outline the consequences of breaking the Policies that Inventor Forge has created to deal with issues of legality, safety, conduct, Member Etiquette and the unauthorized use or mistreatment of equipment.

Policies apply to incidents that happen while on EDC property, Inventor Forge property, or while attending off site events as a Member of Inventor Forge Maker Space.

Infractions are categorized by level as defined in a given policy and the consequences for violating each level is outlined below.

Acknowledgment

Participation in the Inventor Forge Maker Space constitutes agreement to comply with the published policies. Failure to follow the policies may result in disciplinary action, including removal from the community.

Reporting

Because continued disregard of the Forge's policies negatively impacts Members ability to enjoy the Maker Space, we encourage Members to report violations of these policies so that corrective action can be taken.

Anyone who experiences or witnesses prohibited conduct should report it promptly to the duly elected Sargent At Arms or any other Board Member.

Reports may be made:

- In person
- Through the use of the on-line form available in the Members only section of the Inventor Forge's website

Emergency situations or threats of immediate harm should be reported to emergency services first.

For fairness to the accused violating Member and the integrity of the investigative process Members should file their report no later than 3 days of the incident taking place.

Investigation Process

Inventor Forge will:

- Take all reports seriously
- Review complaints promptly and impartially
- Respect confidentiality to the extent possible

- Provide involved Members an opportunity to respond
- Maintain records of reported incidents

Members accused of violating a policy will be interviewed and given a written statement outlining the violation. The accused Member will be given 5 business days from the time of receiving the written statement to respond to the accusations in writing once they have been informed of the accusation.

Investigations and decisions should be completed within thirty (30) days from the date of the infraction notification. An investigation may exceed the thirty-day period if circumstances warrant an extension.

Any investigation will be conducted fairly and without retaliation.

Once all parties have been given a chance to be heard, decisions will be made according to the following guidelines:

Level 1 Infractions -- Verbal Warning Followed By 3 Strike Policy

First time Violations of any Level 1 Infraction that are supported by evidence documented on camera shall result in a verbal warning. Verbal warnings shall be documented but no formal hearing shall be conducted.

Subsequent actions deemed violations of Level 1 Infractions will result in a Strike after appropriate documentation, investigation, and response from the accused Member. Level 1 infractions are applied and administered by the Sargent At Arms and will be reviewed by the Board.

Strikes expire one year after the date of issuance.

Each strike will include a record of the offense, the policy broken, response if any from the Member, and what correct action should be taken by the Member. Accumulation of three strikes in any combination of policies during a rolling year may result in a temporary or permanent termination of Membership. Three Strike terminations will be reviewed by the Board according to its review guidelines

Level 2 Infractions – Board Review and Vote

These infractions are considered more serious in nature for which the 3 Strike Policy is deemed insufficient.

Once all documentation, notifications, and responses have been compiled, all level 2 infractions will require a closed Board hearing at which it will make a determination if the policy has been violated based on the information gathered, and decide on either a temporary or permanent Member termination. Permanent bans require a unanimous vote of the Board while temporary bans require a majority vote.

Members who accumulate three strikes in any one year rolling period shall be reviewed by the Board in accordance with this guideline.

Level 3 Infractions – Board Review & Immediate Termination Following Determination of Proof

These infractions are so serious that once a determination of a violation is made the Member will be immediately banned from the Forge. No additional Board discussion will be required or permitted regarding discipline.

Level 3 Violations may rise to the level that referral to law enforcement is justified when appropriate.

Unbiased Application of Policy Infraction Guidelines

To ensure fair and unbiased investigations and determinations the following shall apply:

- 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.

If the exclusion of a Board Member results in an even quorum, the board will choose a Member of the Maker Space to temporarily participate in the determination 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.