

CODE OF CONDUCT

A “Code of Conduct,” as described herein, shall apply to all persons using WHPA facilities, and compliance with the Code is a requirement of membership at the facility. Violation of the Code of Conduct is subject to disciplinary action, as described below.

TERMS

For the purpose of the Code of Conduct, the following terms shall be applied and generally understood:

“Member” refers to any person using WHPA services, offices or facilities;

“WHPA” refers to West Hollywood Public Access;

“Staff” refers to staff and interns of WHPA and the City of West Hollywood;

“Facility” or “Facilities” refers to equipment, office space, the channel, and general premises of WHPA.

GENERAL GUIDELINES

- Members must agree to abide by all WHPA Operations Policies regarding the use of facilities for the production and presentation of their programming.
- Members must respect the rights and dignity of the staff and other individuals in the facility. Conduct that discriminates against or degrades any person will not be tolerated. A reasonable standard of courtesy and respect must be observed.
- WHPA is not responsible for agreements made between members and/or any other parties, and may not be involved in private disputes between members.
- Parents/guardians are responsible for supervising their children while in the facility.
- Guests of members must be kept to a minimum, and are expected to observe WHPA’s Code of Conduct. Members assume responsibility for their guests’ actions.
- Pets or live animals, except seeing eye dogs, are not allowed in the facilities.
- Smoking is prohibited inside the WHPA facilities. Food or drink are not allowed in the edit bays, master control, or offices.

In some cases, exceptions may be made to specific areas of the Code with prior consent of the Public Access Coordinator.

PROHIBITED ACTS

Specific acts are set forth in writing in order to provide notice to all who use WHPA facilities. They are not designed to define violations in exhaustive terms. Individuals may be accountable to both civil/criminal authorities and WHPA for acts which constitute violations of law on or off the premises.

The following acts are prohibited:

Providing false information — Intentionally providing false information to WHPA for the purpose of obtaining membership services, access to channel time, or to obstruct or hinder any WHPA or City of West Hollywood investigation or hearing.

Misrepresentation— Identifying oneself as being an employee or agent of WHPA or the City of West Hollywood unless hired by WHPA or the City to perform a specific service.

Use of WHPA name/logo — Unauthorized use of the WHPA logo, name, indicia, motto, or symbols for any purpose without prior consent of the Public Access Coordinator.

Disrupting WHPA functions — Intentionally and/or recklessly interfering with normal WHPA operations or with WHPA sponsored activities.

Destroying, defacing or damaging property — Intentionally and/or recklessly destroying or damaging WHPA property or the property of others on WHPA premises. Sticking, posting, or affixing flyers, stickers or other objects without authorization by the Public Access Coordinator.

Trespassing/unauthorized use — Unauthorized entry into restricted areas and unauthorized use of equipment, kitchen facilities, copy machine, phones, computers; changing cables, switches, power, etc. on video or office equipment at the WHPA facility.

Tampering with videotapes/materials — Tampering, removing, moving, editing or otherwise altering videotapes or materials to which the member does not have sole ownership rights, without authorization from the owner of the videotape or materials. Removal of videotapes from the WHPA library without checking with staff, including tapes the member owns.

Use of controlled substances — Use, possession or distribution of any controlled substance, illegal drug, or alcoholic beverage on WHPA premises.

Use of weapons, firearms, explosives and dangerous chemicals — Use or possession of any weapon, explosives, dangerous chemicals, substances or instruments or other weapons, as defined by state law, which may be used to inflict bodily harm on another individual or damage upon WHPA premises.

Committing unlawful acts — Engaging in any unlawful act while on WHPA premises.

Harassing or threatening others — Threatening, intimidating or harassing another person affiliated with WHPA or the City of West Hollywood, with respect to his or her physical safety or mental health. This includes causing physical harm to any person or property on WHPA premises or causing reasonable apprehension of such harm to another person.

Sexually harassing/hate crime — Engaging in activities defined by California Civil Code as hate crimes or sexual harassment of other members or of staff.

Inappropriate Behavior — Engaging in lewd, indecent, erotic or obscene behavior on WHPA premises.

Theft — Deprivation of another person's property including WHPA property or services without that individual's or WHPA's authorization.

VIOLATION OF CODE OF CONDUCT

WHPA reserves the right to take immediate disciplinary action against members who violate Operations Policies or Code of Conduct as outlined above and in this policy book. Members will be notified in writing of disciplinary actions, accompanied by an explanation for the action taken, and a review of the assigned restrictions, if any. Members may appeal disciplinary action that they deem unwarranted to the CATV Manager (as outlined in Section 4.6 Appeals Process, of WHPA's Operations Policies).

Disciplinary action may be administered in the following ways, depending on the severity of the violation:

Warnings

Written warnings notify the member that they are or have been in violation of policies, Code of Conduct, or rules of the facility, but do not restrict the member from any services.

Probation

Probation restricts a members' access to selected services for a limited period of time, not to exceed 30 days. Probation usually follows a written warning.

Suspension

Suspension bans a member from all services of the facility for an extended period of time, and may require certain conditions be met before suspension is lifted. Members who repeatedly incur probation may be suspended. Additionally, the Public Access Coordinator may suspend any member who is deemed to be a threat to the efficiency, safety or integrity of the operation of WHPA in its service to the entire West Hollywood community.

Legal Action

The City of West Hollywood will take appropriate legal action against any member who engages in unlawful activity while at WHPA facilities, or in using WHPA facilities. Warnings and Probation may be issued by the Public Access Coordinator. Suspension and Legal Action require the CATV Manager's review.