

Employee Handbook

2019-2020

Maine Media Workshops + College Employee Handbook of Policies and Procedures is an important document intended to acquaint you with the organization. This Manual will serve as a guide and is not intended to answer all questions regarding your employment.

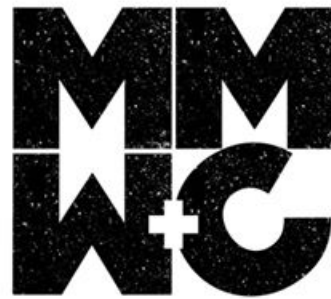


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100.010 – MISSIONS, PURPOSES & OBJECTIVES

Date Revised: April 2018

Mission Statement

Maine Media Workshops + College educates and inspires visual artists and storytellers to achieve their creative potential. We provide lifelong learning opportunities for those pursuing the fine arts and media-related professions. We are committed to fostering a diverse community that values creativity, respects culture, and seeks to deepen human understanding and expand communication in the world.

Purposes

The purpose of Maine Media Workshops + College are:

- To honor historical forms and practices while embracing new technologies and modes of creative expression.
- To provide a focused educational experience distinguished by excellence in craftsmanship, creativity, and critical thinking.
- To support the creation of exemplary work in a student's chosen media.
- To foster intellectual and artistic growth, academic success, collaboration, and community involvement.
- To model professional practices and examine ethical responsibilities.

Objectives

The objectives of the Workshops are to support participants in:

- Exploring new modalities of expression in order to broaden their artistic range and creative experiences.
- Strengthening their skills and techniques.
- Engaging in dialogue with others in order to build relationships and communities that help to sustain their work in the future.
- Attending presentations, exhibitions and screenings that expose them to a range of artistic expression and practice.
- Celebrating creative expression and intensity of effort and collaboration within the Workshops community.

The objectives of the College Master of Fine Arts Program require students to:

- Exhibit the professional intensity and high standards of a terminal degree;
- Create exemplary work under the guidance of mentors that demonstrates growth in independent creative vision and fluent understanding of art making techniques and practices culminating in the successful completion and public presentation of the MFA thesis project;
- Participate in critiques with members of the College community and strive for rigorous self-evaluation and growth as evidenced by the consistent and purposeful development and pursuit of coherent goals;
- Demonstrate, both orally and in writing, competence in interpretative analysis of creative work and in situating the work in appropriate historical, cultural and social contexts culminating in the successful completion, presentation and discussion of the MFA thesis paper.

The objectives of the College Professional Certificate Program require students to:

- Create exemplary work under the guidance of the faculty that demonstrates artistic growth and strength of craft.
- Actively participate in critiques by members of the College community that lead to rigorous self-evaluation.
- Learn the historical, cultural and social relevance of their chosen media form.

100.060 – LIFE THREATENING ILLNESS

Date Revised: April 2008

POLICY

It is the policy of the organization to treat employees with life-threatening illnesses, such as cancer, heart disease, AIDS and HIV infection as disabilities in accordance with our policy on Equal Employment Opportunity (EEO) and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. In addition to the provisions of the EEO policy on non-discrimination and reasonable accommodation for disability, the following guidelines are intended to assist supervisors in maintaining a work environment that is responsive to the workplace issues created by life-threatening illnesses and the concerns of employees who may request assistance.

PROCEDURE

The organization recognizes that a supportive and caring response from co-workers is an important factor in maintaining the quality of life for an employee with a life-threatening illness. An employee's health condition is private and confidential. An employee with a life-threatening illness is under no obligation to disclose his or her condition to a supervisor or any other employee of the organization. Medical information on individual employees is confidential. The organization will take reasonable precautions to protect such information from inappropriate disclosure. Everyone has a responsibility to respect and maintain the confidentiality of employees' medical information.

An employee with a life-threatening illness is expected to meet the same performance requirements applicable to other employees, with reasonable accommodation if necessary. If an employee becomes disabled, the supervisor and president will make reasonable accommodation, as with any other employee with a disability, to enable the employee to meet established performance criteria. Reasonable accommodation may include, but is not limited to, flexible or part-time work schedules, leaves of absence, or job reassignment.

120.020 - NON-DISCRIMINATION POLICY

Date Revised: April 2017

POLICY

Maine Media Workshops + College does not discriminate on the basis of age, race, color, sex, sexual orientation, gender expression or transgender status, marital status, religion, creed, ancestry, national and ethnic origin, veteran's status, physical, mental handicap or other legally protected classification in any of its policies or procedures – including but not limited to those related to admission, employment, advancement, the provision of educational services, and the granting of financial aid – or in its services, facilities, privileges or benefits in compliance with and to the limits of applicable state and federal laws.

PROCEDURE

We are committed to the goals of Equal Employment Opportunity and Non-Discrimination. It is the policy of the organization to provide opportunities for recruitment, hiring, training, and promotion to qualified individuals related to admission, employment, advancement, the provision of educational services, and the granting of financial aid – or in its services, facilities, privileges or benefits in compliance with and to the limits of applicable state and federal laws without regard to age, race, color, sex, sexual orientation, gender expression or transgender status, marital status, religion, creed, ancestry, national and ethnic origin, veteran's status, physical or mental handicap. Personnel decisions and actions including compensation, benefits, transfers, layoffs, organization-sponsored training, and privileges of employment and termination shall be administered on a non-discriminatory basis and according to valid, job-related requirements.

Should any individual related to admission, employment, advancement, the provision of educational services, and the granting of financial aid – or in its services, facilities, privileges or benefits in compliance with and to the limits of applicable state and federal laws feel that they are being discriminated against; they should bring this matter to the attention of the President and/or the Director of Finance & Administration or complete an online incident report here – www.mainemedia.edu/incidentreport.

120.030 – HARASSMENT POLICY

Date Revised: May 2019

POLICY

It is organization policy to maintain a work environment free from all forms of harassment. Harassment is prohibited in connection with any employee activity including, but not limited to, relations with other employees, prospective employees, members, vendors, or students. Any allegation of harassment will be investigated.

Harassment includes any repeated unwelcome or unwanted verbal or physical conduct based on basis of age, race, color, sex, sexual orientation, gender expression or transgender status, marital status, religion, creed, ancestry, national and ethnic origin, veteran's status, physical, mental handicap or any legally protected status, that creates a hostile, offensive or intimidating work environment, or that substantially interferes with an employee's work environment.

For Maine Media's sexual harassment policy please see **120.035 – SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY – TITLE IV**

PROCEDURE

It is your responsibility to speak with your supervisor or the president at once if you believe you are being subjected to harassment. You may also complete Maine Media's online Incident Report at www.mainemedia.edu/incidentreport. Any employee who believes s/he is being harassed by a manager, supervisor, co-worker, employee, member, student, or vendor, should promptly take the following actions:

1. Confront the harasser and ask him or her to stop. If you feel uncomfortable with confronting the harasser as outlined here, skip to Step 2.
2. Document your complaint. Keep a log detailing the incident/s, what was said or done, who might have witnessed it and the date. Keep any related letters or memos.
3. Immediately contact your supervisor or the president.
4. All complaints will be handled in a timely manner. Information concerning your complaint will be given on a need-to-know basis only. Management personnel needed for participation in the investigation, the alleged harasser, and possible witnesses may be contacted and thereby learn of the complaint. Employees should not discuss the complaint or the resulting investigation, except for discussions necessary to conduct the investigation and make a decision. The purpose of this provision is to encourage the filing of valid complaints by protecting the privacy of the complaining employee to the extent possible, as well as to protect the reputation of any individual who wrongfully might be charged with harassment.
5. The president's designee will investigate your complaint promptly. If valid, s/he will determine remedies to be given and the sanctions to be imposed.
6. The complaining employee and the alleged harasser have the right to appeal the determination by writing a memo or letter delivered to the president within 10 working days of the determination.

There will be no retaliatory measures taken against any employee who makes a report of harassment. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action, up to and including termination of employment. If you feel your complaint has not been appropriately handled by the organization, you may contact the:

**MAINE HUMAN RIGHTS COMMISSION
51 STATE HOUSE STATION
AUGUSTA, ME 04333-0051**

PHONE: 207-624-6050
TTY: 1-888-577-6690
FAX: 207-624-6063

120.035 – SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY – TITLE IV

Date Revised: October 2018

POLICY

MMW+C (Maine Media Workshops + College) policies prohibit all sexual misconduct. MMW+C is committed to the prevention of such misconduct, and to the fair treatment of all MMW+C community members in the event of such misconduct. This policy applies to all students, faculty, and staff of MMW+C, regardless of sexual orientation or gender identity. This policy also applies to third parties.

Disclosures to Alleged Complainants of Crimes of Violence or Non-forcible Sex Offenses.

MMW+C will, upon written request, disclose to the alleged complainant of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by MMW+C against the individual who is the alleged perpetrator of the crime or offense. If the alleged complainant is deceased as a result of the crime or offense, MMW+C will provide the results of the disciplinary hearing to the complainant's next of kin, if so requested.

Sex Offender Registration

MMW+C only performs background checks on individuals who are employed in positions that have direct contact with students enrolled in Maine Media's Youth Program. The background check performed includes national and local sex offender registries. MMW+C does not maintain a list of registered sex offenders on all who may be associated with MMW+C.

National Sexual Assault Hotline: 1-800-656-4673

<https://www.rainn.org/about-national-sexual-assault-telephone-hotline>

<http://www.mecasa.org/maine-resources-2/>

This policy applies to all operations of MMW+C.

The policy is broken down into three sections:

What is Sexual Harassment and Sexual Violence?

How to Report Sexual Harassment and Sexual Violence; and

How an Investigation is Conducted

WHAT IS SEXUAL HARASSMENT AND SEXUAL VIOLENCE?

1. **Sexual Harassment** is *unwelcome conduct* of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including *rape*, *sexual assault*, and *sexual exploitation*. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
2. **Unwelcome Conduct.** Conduct is considered “unwelcome” if the individual did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including: name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that the individual welcomed other conduct. Also, the fact that an individual requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
3. **Hostile environment caused by sexual harassment.** A “hostile environment” exists when *sex-based harassment* is sufficiently serious to deny or limit the individual’s ability to work or participate in or benefit from the Organization’s programs or activities.

A hostile environment can be created by anyone working or is involved in the organization’s program or activity (*e.g.*, administrators, faculty members, students, and campus visitors). In determining whether *sex-based harassment* has created a hostile environment, the Organization considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was *unwelcome* to the individual who was harassed. But the Organization will also need to find that a reasonable person in the individual’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. To make the ultimate determination of whether a hostile environment exists for an individual(s), the organization considers a variety of factors related to the severity, persistence, or pervasiveness of the *sex-based harassment*, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more individual’s work or education.

The more severe the *sex-based harassment*, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of *sexual assault* may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the *sex-based harassment* is not particularly severe.

First Amendment Considerations. This policy does not impair the exercise of rights protected under the First Amendment. The organization’s sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the organization applies and enforces this policy in a manner that respects the First Amendment rights of students, staff, faculty, and others.

4. **Gender-based Harassment** is *unwelcome conduct* of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
5. **Sexual Assault** is actual or attempted sexual contact with another person without that person’s *consent*. Sexual assault includes, but is not limited to:
 - Intentional touching of another person’s intimate parts without that person’s *consent*; or
 - Other intentional sexual contact with another person without that person’s *consent*; or
 - Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s *consent*; or

- *Rape*, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
6. **Dating violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition
 - dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - dating violence does not include acts covered under the definition of domestic violence.
 7. **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed
 - by a current or former spouse or intimate partner of the complainant.
 - by a person with whom the complainant shares a child in common.
 - by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner.
 - by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 8. **Sexual Exploitation** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's *consent*. Examples of behavior that could rise to the level of sexual exploitation include:
 - Prostituting another person;
 - Recording images (*e.g.*, video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's *consent*;
 - Distributing images (*e.g.*, video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not *consent* to such disclosure and objects to such disclosure;and,
 - Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's *consent*, and for the purpose of arousing or gratifying sexual desire.
 9. **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - fear for the person's safety or the safety of others; or
 - suffer substantial emotional distress.
 10. **Non-forcible sex offenses** include sexual conduct with individuals that the law assumes are not capable of giving consent to sexual acts such as underage individuals, physically helpless, and mentally incompetent individuals.

Consent

“Consent” must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

HOW TO REPORT SEXUAL HARRASEMENT OR SEXUAL VIOLENCE

Complaint Confidentiality

When an individual reports any incident of sexual misconduct to any MMW+C Responsible Employee, the Responsible Employee will report such information to the Title IX Coordinator. The organization will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. MMW+C will need to determine what happened— including the names of the complainant and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to the organization employee will be shared only with people responsible for handling the organization's response to the report. MMW+C employees will not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to an MMW+C employee, the employee should ensure that the complainant understands the employee's reporting obligations – and, if the complainant wants to maintain complete confidentiality and anonymity, direct the complainant to resources outside of MMW+C.

If the complainant wants to tell the MMW+C employee what happened but also maintain confidentiality, the employee should tell the complainant that the organization will consider the request, but cannot guarantee that the organization will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.

MMW+C employees will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the organization to fully investigate an incident. By the same token, employees will not pressure a complainant to make a full report if the complainant is not ready to.

Responsible Employees

A responsible employee is an organization employee who has the authority to address incidents of sexual violence, domestic violence, dating violence, or stalking and is obligated to report such incidents, or whom an individual could reasonably believe has this authority or duty. Responsible employees are respectful of a complainant's wishes to the extent appropriate and are discreet, but they are not able to maintain confidentiality. Responsible employees at the organization include staff members at the Director level or above.

General inquiries or questions about the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy and procedures do not have to be reported, and the organization will strive to protect the privacy interests of individuals to the extent it can while maintaining its obligations to uphold relevant policies and regulations and/or to take reasonable steps to promote the safety of members of the organizations community. Otherwise, once any employee learns of an incident of sexual misconduct, dating violence, domestic violence, or stalking, written or unwritten, the employee must immediately notify the Title IX Coordinator of such complaint.

The employee must report all relevant details about the incident (such as the name of the complainant and respondent, any witnesses, and other relevant facts, such as the date, time and specific location of the alleged incident). Such notice to the organization generally obligates the organization to investigate the incident and take appropriate steps to address the situation. Within the requirements of applicable laws and policy, confidentiality will be observed as practicable.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the organization will weigh that request against the organization's obligation to provide a safe, non-discriminatory environment for all individuals, including the complainant. If the organization honors the request for confidentiality, a complainant must

understand that the organization will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Although rare, there are times when the organization may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all individuals.

The organization will protect the confidentiality of individuals allegedly subjected to sexual misconduct, domestic violence, dating violence and/or stalking to the extent practicable in light of the need to do investigations and conduct disciplinary proceedings.

Complaint Confidentiality Request

If a complainant discloses an incident to an MMW+C employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the organization must weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

Due to the small size of the organization MMW+C does not provide any counselors who would maintain the complete confidentiality and anonymity of a complainant. If a complainant wishes to receive support while maintaining anonymity, they should contact support services outside of MMW+C. This website is a helpful starting point: <https://www.notalone.gov/students/>

If MMW+C honors the request for confidentiality, a complainant must understand that the organization's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the organization may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all.

MMW+C has designated a Title IX coordinator to evaluate requests for confidentiality once an employee is on notice of alleged sexual violence.

When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior organization indicating a history of violence;
 - whether the alleged perpetrator threatened further sexual violence or other violence against the complainant or others;
 - whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the complainant is a minor;
- whether the organization possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead MMW+C to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, MMW+C will likely respect the complainant's request for confidentiality.

If MMW+C determines that it cannot maintain a complainant's confidentiality, MMW+C will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the organization's response.

The organization will remain ever mindful of the complainant's well-being, and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or MMW+C employees, will not be tolerated. MMW+C will also:

- assist the complainant in accessing other available complainant advocacy, academic support, counseling, disability, health or mental health services, and legal assistance in the local area or in their place of residence.
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the complainant of the right to report a crime to local law enforcement – and provide the complainant with assistance if the complainant wishes to do so.

MMW+C may not require a complainant to participate in any investigation or disciplinary proceeding.

If MMW+C determines that it can respect a complainant's request for confidentiality, the organization will also take immediate action as necessary to protect and assist the complainant.

MMW+C's Policy on Sexual Harassment and Sexual Violence are reviewed during the Policies & Procedures Orientation held in June of each year. MMW+C does not offer counseling services for complainants of sex offenses, but will assist individuals in seeking counseling for sex offenses in the local community.

Complainants residing in the organization housing, have the option to change their residency living situations after an alleged sexual assault, if such changes are reasonably available.

FALSE REPORTS

MMW+C will not tolerate false allegations of incidents of sexual harassment or sexual violence.

Complaints made in good faith that are found not to constitute sexual harassment or violence will not be considered false allegations. Any individual who knowingly, maliciously, or frivolously makes a false allegation of sexual harassment or sexual violence will be subject to disciplinary action up to and including suspension, expulsion or termination. Similarly, any party or witness who is later proven to have intentionally given false information during the course of an investigation or conduct process may be subject to disciplinary action.

REPORTING PROCEDURE

COMPLAINT PROCEDURE

This procedure is intended to provide prompt and equitable resolution of complaints of harassment, sexual harassment and sexual violence by individuals.

MAKING A REPORT

1. **Individuals may submit a report via MMW+C's online incident report at www.mainemedia/edu/incidentreport**
2. **A report may be made via Maine Media's hotline at (802) 962-1465.**

The individual will be asked to leave a message and contact information (name, phone number, and email address), so MMW+C may follow up on the complaint. For messages left Monday-Friday, the call will be returned within 24 hours. Messages left over the weekend will be followed up on by Tuesday mid-day. All messages are transcribed and forwarded to the Title IX Coordinator(s) email.

3. Individuals are strongly encouraged to notify the Title IX Coordinator if they believe a violation of this nature have occurred. All others within the organization's community are also expected to report possible violations of this nature as soon as possible.

Title IX Coordinator

Jane Richardson, Business Manager

email: jrichardson@mainemedia.edu

office phone: 207.236.8581 x308, or cell phone: 207.691.3320

- a. If the complaint is against the Title IX Coordinator, the report should be made to the President. If there is a complaint against the President, the Chair of the Board should be notified of the complaint. In such cases, the Chair of the Board will handle the complaint and shall contact with an outside investigator to investigate the complaint.
 - b. Individuals also have the option to make a report of sexual violence to law enforcement, and will be assisted by the Title IX Coordinator in doing so, if desired.
4. Once a report is made, the Title IX Coordinator may take interim measures to ensure the safety of the individual and/or others. These interim measures will depend on the precise nature and circumstances of the complaint.
 5. When a complainant requests that their name or other identifiable information not be shared with the accused (hereinafter “respondent”) or that no formal action be taken, the organization will balance this request with its obligations to provide a safe environment for all members of the organizations community and to follow the principles of fundamental fairness that require notice and an opportunity to respond before any action is taken against a respondent. The organization will take reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on this request.
 6. The Title IX Coordinator will inform the complainant in writing of the evidentiary standard (preponderance of the evidence), potential remedies and sanctions, and sources of counseling, advocacy and support.
 7. If a report of misconduct under this policy indicates that there is a serious and/or continuing threat to the organizations community, the organization may institute an organization wide warning to protect the health or safety of the community. Such warnings will not include any identifying information about the complainant.
 8. Individuals will not be retaliated against for making a complaint or participating in an investigation. Retaliation is illegal under state and federal laws and any retaliation will result in disciplinary measures.

Individuals are encouraged to utilize this complaint procedure. However, individuals are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491(telephone: 617-289-0111).

B. Complaint Handling

1. The Title IX Coordinator or a designated qualified outside investigator shall meet with the complainant and make an initial assessment of the alleged conduct, including whether any interim measures and/or assistance to the complainant are necessary.
2. The Title IX Coordinator will inform the President that a complaint has been received.
3. If the complainant discloses the name of the alleged respondent, the Title IX Coordinator shall contact him/her to inform him/her that a complaint has been received. In this initial contact, the Title IX Coordinator may keep the name of the complainant confidential. The Title IX Coordinator will inform the complainant in writing of the complaint, the evidentiary standard (preponderance of the evidence), potential remedies and sanctions, and sources of counseling, advocacy and support.
 - a. If the respondent accepts responsibility for misconduct at this point, disciplinary action will be taken based on the facts and circumstances of the particular case.

4. If the respondent does not accept responsibility at this point, the complainant shall be advised of the following options for proceeding:
 - a. If the complainant chooses to pursue a formal complaint, the Title IX Coordinator will personally investigate the complaint, or will obtain the services of an outside investigator to investigate the complaint.
 - b. The complainant may opt out of pursuing a formal complaint, but may still request an opportunity to communicate with the alleged respondent about the effects of the incident in question. This process will not involve mediation if the allegation concerns sexual violence, but it may involve an agreement between the complainant and the respondent about safety measures put in place. The Title IX Coordinator or an outside investigator will oversee this process. The complainant may end this informal process at any time and decide to utilize option (a).

The complainant may request that the organization take no action at all. In such cases, the Title IX Coordinator will assess whether the request for no action can be honored within the broader context of the organization's obligation to maintain a safe community. In making this assessment, the Title IX Coordinator will consider the likelihood that the incident will recur and/or put the larger community at risk and whether there have been other reports of misconduct under this policy naming the same alleged respondent.

HOW AN INVESTIGATION IS CONDUCTED.

The following process will be used when investigations are conducted.

1. The investigator will interview the complainant, the respondent and any other witnesses or individuals with pertinent information, including witnesses named by the complainant and respondent. The complainant and respondent may be accompanied by a supporter at their interviews. At the investigator's discretion, more than one interview may be conducted with individuals involved in the case.
2. The investigator will review any other relevant information, including information provided by the organization and/or law enforcement, as well as any physical evidence and relevant documents (including but not limited to social media posts, text messages, emails, etc.).
3. The investigator may conduct a site visit(s) as necessary.
4. The investigation will be deemed complete when the investigator determines that all available relevant information has been collected and questions explored.
5. The investigator will prepare an investigation report and submit it to the Title IX Coordinator (or the President, if the investigation was conducted by the Title IX Coordinator). The investigator will make factual findings using a preponderance of the evidence standard (more likely than not) whether the respondent committed one or more violations of this policy, and/or other Institute policies.
6. The investigation will be completed as soon as reasonably possible under all of the circumstances of the case, with a target of 60 days.
7. The complainant and the respondent will have an opportunity to review the investigation report. Within ten days of reviewing the report, the parties may submit personal impact statements of no more than five typed pages for review by the Title IX Coordinator and the President. The complainant and the respondent will also have an opportunity to meet with the Title IX Coordinator to discuss their views about the report, within the ten-day period for submitting personal impact statements.

8. The President will review the investigation report and the impact statements. The President may accept the investigation report or request that the investigator pursue additional information. If additional information is collected, the complainant and respondent will have an opportunity to review the revised report and amend their impact statements.
9. The President has the following options:
 - a. Accept the investigator's finding that the respondent is not responsible. The President has the discretion of implementing remedial measures even when there is a finding of not responsible.
 - b. Accept the investigator's finding that the respondent is responsible and determine appropriate disciplinary action and other remedial measures.
10. A copy of the President's decision will be provided to the complainant and respondent. The respondent will be fully informed of any sanctions. In cases of sexual violence, the complainant will also be fully informed of any sanctions. For other policy violations, the complainant will be informed only of those sanctions that directly relate to the complainant.
11. Investigations conducted under this policy and procedures are entirely administrative and are not considered legal proceedings. Neither party may audio or video record interviews or meetings.
12. The Title IX Coordinator will retain records of all reports, investigations and resolutions. Affirmative findings of responsibility are part of the individuals' formal records.
13. An individual who is found to have committed a criminal sex offense will be subject to disciplinary action, suspension, expulsion or termination from MMW+C.

130.010 – CORE VALUES

Date Revised: April 2017

POLICY

Maine Media College core values are to:

Create an inspiring, supportive community where students, staff and faculty engage, discover, learn, and create.

To do this we:

- *Respect each individual voice while fostering teamwork.*
- *Nurture and extend our community, embracing inclusivity.*
- *Conduct ourselves with professionalism and respect.*
- *Act with integrity.*
- *Work collaboratively to pursue creative innovation and continual growth.*
- *Embrace wholehearted engagement in intense learning experiences.*
- *Encourage and support each individual's journey towards change and transformation.*

It is expected that all members of the Maine Media College community including board, faculty, staff, and students participate in the community with a level of ethical behavior that supports the mission of the school, these core values, and the well being of each individual in the community.

In addition to the policies and procedures published in the employee, student, and faculty handbooks, all community members must be responsible for their actions and not engage in behavior that is threatening, dangerous or harmful to self or others, that causes disruption to the campus and learning environment, or that damages physical property.

Policies and procedures for students and faculty, including procedures for filing and resolving grievances, are published in the Employee, Student, and Faculty handbooks.

130.020 – CODE OF ETHICS

Date Revised: April 2008

POLICY

Maine Media Workshops + College is a non-profit corporation organized and operated for educational purposes. Maine Media Workshops + College strives to accede to the highest ethical standards in the course of its operations as the best means of safeguarding its reputation.

PROCEDURE

Each employee shall be required to adhere to the following Code of Ethics:

- Maine Media Workshops + College seeks to comply with all applicable laws, rules, regulations and contractual commitments, and every organization employee shall do his or her best to assist in meeting this fundamental commitment. No Maine Media Workshops + College employee shall harass, punish or impede any person making a bona fide “whistle blower” report of suspected illegal activity (see section 150.010).
- Maine Media Workshops + College employees shall comply with all requirements necessary to safeguard confidential business information or other information that is required to be kept secure from disclosure (see section 130.040).
- Maine Media Workshops + College employees shall neither accept nor solicit personal gifts, gratuities, bribes or kickbacks from any party seeking:
 - To do business with Maine Media Workshops + College;
 - To influence Maine Media Workshops + College decision or opinion on any programmatic, hiring, promotion or contractual matter;
 - To gain access to confidential business information;
 - To influence Maine Media Workshops + College action in comparable circumstances.
- (Note: The prohibition against accepting gifts shall generally not apply to meals or low cost items which are extended as gesture of appreciation, welcome or courtesy and without any exception by the donor of securing an unfair advantage.)
- Maine Media Workshops + College shall provide accurate, timely, and understandable data on its finances, operations, fundraising, and planning to the extent required by law and by the best voluntary practices for charitable non-profit organizations.

Employees shall exercise their best efforts to assure that all public statements made on behalf of Maine Media Workshops + College are truthful and that information required to be disclosed in reports and documents submitted to governmental authorities is complete and accurate.

130.030 – CODE OF CONDUCT

Date Revised: April 2016

POLICY

Employees should be aware that they represent Maine Media Workshops + College while at work, whether in personal or telephone interactions. Others may form their first and only impression of the organization based on the way employees treat them – all employees should strive to act professionally at all times.

Maine Media Workshops + College seeks to maintain a professional atmosphere in which students, employees, parents, donors, visitors and members of the public can participate in educational and other programs. Employees are, therefore, requested to maintain appropriate dress, personal appearance and demeanor consistent with their responsibilities. Similarly, employees are expected to keep their work areas orderly, consistent with access, efficiency, safety, health and environmental requirements.

PROCEDURE

Appearance –

It is the responsibility of each employee to report for work in a neat and clean manner consistent with the work being performed or customary professional standards. Some departments have specific dress requirements based on service and/or safety regulations and guidelines.

Please adhere to the following:

- Proper personal hygiene
- Clean clothing
- No clothing displaying profane or intimidating language, inappropriate or suggestive logos, including sayings that advertise illegal substances
- No outfits which allow exposure of the midriff or undergarments
- Tops, shirts, blouses and the like must be attached to shoulder straps
- Pants/Shorts/Skirts: Must adequately cover appropriate areas of the body
- Shoes or sandals must be worn at all times. Closed toed shoes are required in the food service, housekeeping and maintenance departments. Closed toed shoes may also be required while on set.

Supervisors are required to enforce the dress code and should instruct employees who do not comply with these guidelines to return home to change into appropriate clothing at the earliest possible opportunity. Your outward appearance reflects your attitude toward your life and your work.

Attendance –

Regular attendance is essential to the successful operation of the organization. However, some unplanned absences may be unavoidable, such as illness or personal emergencies. If an employee must be absent from work, it is necessary that the employee notify his/her supervisor as soon as possible before the normal starting time. An employee is responsible for contacting his/her supervisor each day of the absence unless it has been approved in advance for a specific period of time. It is also the employee's responsibility to complete the proper time off form. No employee is exempt from submitting this form.

Behavior –

Employees who abuse their position of trust by engaging in unethical or unprofessional conduct are subject to discipline up to and including termination of employment. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of the rules of conduct that may result in disciplinary action: theft or inappropriate removal or possession of property; falsification of data or timekeeping records; breach of confidentiality; use of Maine Media Workshops + College supplies, equipment or property to carry out private business ventures; fighting, threatening, or violent behavior, or causing harm to others in the workplace; negligence or improper conduct leading to damage of organization-, student-, or employee-owned property; insubordination or other disrespectful conduct; possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, or while operating organization-owned vehicles or equipment; violation of local, state or federal laws while on organizations property or while working as an employee of the organization; etc.

130.040 – CONFIDENTIALITY

Date Revised: April 2008

POLICY

The nature of our relationship with our students, faculty, parents, alumni, employees, donors, and others requires careful maintenance of confidentiality. Employment with the organization assumes an obligation to maintain confidentiality while employed and thereafter.

PROCEDURE

Employees are not to remove or make copies of any organization records, reports, or documents without prior management approval. Employees who are questioned about information believed to be confidential should discuss the request with the business office prior to answering. Employees' shall not disclose rates of pay or other particulars of their employment agreement.

130.050 – INTELLECTUAL PROPERTY OWNERSHIP POLICY & AGREEMENT

Date Revised: April 2017

POLICY

The Student retains rights of ownership, including copyright, to all works he/she produces (the “Work”) while enrolled in any program at Maine Media Workshops + College (“Maine Media”).*

The Student bears full responsibility for: (1) obtaining any permissions and clearances necessary to the production, presentation and distribution of their works; (2) ensuring that works they create do not violate the copyrights or civil rights of others; (3) ensuring that the content of their works is not libelous, obscene, or in violation of any other laws or statutes; and (4) complying with this Agreement.

The Student agrees to defend, indemnify and hold harmless Maine Media Workshops + College and its agents and employees against claims made against them with regard to the foregoing undertakings and responsibilities.

PROCEDURE

The Student grants to Maine Media perpetual non-exclusive license, free of royalty or other payments or fees, to reproduce and distribute works for educational, advertising or administrative purposes. These reproductions remain the sole property of Maine Media.

Additionally, the Student agrees to follow the practices described below.

Attribution practices:

1. Maine Media is to receive a single card credit at the beginning of each student film or video. The name of the student and Maine Media should appear together at the end of the project. Sample: (c)
2. “Year” Filmmaker's Name/Maine Media Workshops + College. There may be instances in which Maine Medias Vice President of Academic Affairs or College President requests that Maine Media name not be included in the credits. This request will be honored.
3. The source of the material or script must be acknowledged with a single card credit. Single card credits must also be provided for the following positions involved with the project:
 - a. Producer, Director, Cinematographer, Editor, Music Source, Faculty members and principle cast members.
4. Credits at the end of the film may include crew members and others who work on or assisted in the production, such as locations, catering, equipment suppliers, etc.
5. The Student working in residence at Maine Media and / or using equipment owned by Maine Media, and /or locations procured by, or with the assistance of Maine Media, and /or employing talent associated with Maine Media, agrees to not release, publish or distribute any Work until copies of all permits, releases and clearances have been provided to the program office.
6. The Student will retain a set of all permits, releases, and clearances. Written permits and releases include: releases from all actors, extras and fellow collaborators on the project; faculty members and advisors.
7. The Student agrees and warrants that he/she will assure that these practices are followed by themselves, their agents and any other person or organization that distributes or displays the Work in any medium, including but not limited to posting on the Internet.

* Maine Media Workshops + College may employ students in such a capacity that would require them to produce creative works. This policy does not govern specific works produced by students as a part of their employment. In these instances, the rules regarding the intellectual property rights of employees shall apply.

130.060 – PLAGIARISM POLICY

Date Revised: May 2017

POLICY

The use of the intellectual property of others without attribution is considered a serious offense and is not tolerated. If there is ever a doubt as to when and how to cite materials, it should be discussed with the President or Vice President of Academic Affairs before distribution. Failure to do so is grounds for disciplinary action including immediate termination.

130.070 – POLITICAL ACTIVITY

Date Revised: April 2008

POLICY

Maine Media Workshops + College is barred from engaging in political activity for or against any candidate for public office at any level of government.

PROCEDURE

Employees should exercise great care to avoid giving the appearance of Maine Media Workshops + College participation in any political activity.

130.080 – PROHIBITION OF SOLICITATION & DISTRIBUTION

Date Revised: April 2008

POLICY

The organization prohibits solicitation or distribution of printed materials by all including but not limited to those related to admission, employment, advancement, the provision of educational services, and the granting of financial aid – or in its services, facilities, privileges or benefits on organization property or on organization time.

PROCEDURE

Employees may not solicit, for any reason, other employees, students, board members, vendors, or visitors for any reason while on organization property or while on organization time.

140.010 – CONFLICT OF INTEREST

Date Revised: April 2008

POLICY

A conflict of interest occurs when an employee places his/her own personal responsibilities before the interests of our students and/or the organization.

PROCEDURE

Because a conflict of interest is such a serious matter, it is each employee's responsibility to avoid placing him/herself in a position that creates such. Should a question exist regarding a potential conflict of interest, the President or Vice President of Academic Affairs must be consulted immediately.

150.010 – WHISTLE BLOWER POLICY & PROCEDURE

Date Revised: May 2019

POLICY

Maine Media Workshops + College seeks to follow all relevant law and the highest standard of ethical conduct and financial stewardship of its assets. In implementing this policy, Maine Media Workshops + College shall provide for an annual audit of its financial statements and operating procedures by an independent, certified public accountant; promulgate and follow codes of conduct and comply with relevant law and regulations applying to charitable, non-profit corporations; and, to the extent reasonably applicable, conform to the legal rules governing public stock corporations.

Maine Media Workshops + College shall provide a clear process for individuals or organizations to submit confidential complaints of questionable conduct by its employees or other covered individuals and maintain an accountable process for investigating and resolving such complaints. Maine Media Workshops + College will not tolerate retaliation against any person who makes a good faith report of questionable conduct. Specifically, it is the express policy of Maine Media Workshops + College that no employee or contractor may be discharged, disciplined or discriminated against in any way for making a good faith Whistle Blower report or for cooperating in the investigation of such a report.

Covered Individuals

Covered individuals include, but are not limited to, Maine Media Workshops + Colleges' at-will employees, contract employees, officers and directors, interns, and volunteers. Maine Media Workshops + College will also communicate its policy to contractors, vendors, and consultants and encourage them to report any improper or questionable practices by Maine Media Workshops + College employees or other persons associated with Maine Media Workshops + College in positions of apparent trust, responsibility or authority.

Covered Conduct

Covered conduct includes, but is not limited to, the following examples:

- Theft of cash, checks, or other financial instruments;
- Misappropriation of accounts or other items of value;
- Unauthorized destruction of financial, project, or personnel records;
- Making false or misleading statements to Maine Media Workshops + College managers or auditors;
- Soliciting or receiving a bribe, unauthorized personal compensation, or future benefits in exchange for providing Maine Media Workshops + College business;
- Theft of Maine Media Workshops + College equipment or intentional damage to Maine Media Workshops + College equipment or other property; and
- Failing to report a personal conflict of interest that could potentially lead to Maine Media Workshops + College financial harm.

PROCEDURE

Reporting Procedures

All reporting procedures described below shall provide confidentiality for the person making a good faith complaint. At the option of the complainant, he or she may remain anonymous. Any of the following processes may be used:

Confidential Complaint

A covered individual may make a confidential report in person, by telephone or by e-mail to Maine Media Workshops + College directors, including the President or Director of Finance and Administration. A report may also be made using Maine Media's online Incident Report at www.mainemedia.edu/incidentreport. The organizations Board of Directors' Audit Committee Chair will also be notified. The identity of the complainant shall remain confidential and the organizations directors shall not report this identity to the individual allegedly responsible for the conduct. The organization will conduct an investigation promptly and make a decision about the matter. The complainant shall be informed of the results of organization's investigation.

Anonymous Complaint

A covered individual may make an anonymous complaint of questionable conduct by sending an anonymous written or e-mail message to the Director of Finance and Administration. A report may also be made using Maine Media's online Incident Report at www.mainemedia.edu/incidentreport. The Business/HR Manager will forward the complaint to the appropriate directors. They will conduct an investigation promptly and make a decision about the matter.

Zero-Tolerance Retaliation Policy

Maine Media Workshops + College will not tolerate retaliation against any person who makes a good faith report of questionable conduct. It is organization's express policy that no employee or other person may be discharged, disciplined, or in any way discriminated against for making a good faith Whistle Blower report or for cooperating in the investigation of such a person. Any report of such retaliation shall be considered a complaint of covered questionable conduct and shall be investigated promptly with the results of the investigation reported to the Chairman of the Audit Committee and the Chair of the Board of Directors.

150.020 - OPEN DOOR POLICY

Date Revised: April 2008

POLICY

It is organization policy to provide an appropriate vehicle for employees to seek review of problems related to working conditions, supervision, co-workers, and other work-related matters that have not been resolved in an informal manner.

PROCEDURE

- The employee should seek a resolution to the work-related problem with the employee's immediate supervisor, in private, away from other staff and certainly away from students.
- If the employee is dissatisfied, the concern should be presented in writing to the employee's immediate supervisor within 10 days of the event or within seven days if related to employment separation. The supervisor will respond in writing within seven days of receipt of document.
- Within seven days of the supervisor's written response to the employee, the employee may appeal, in writing, the finding of the supervisor to the president. The president or designee will investigate the facts and present a response in writing within seven days of receipt.

The concerned employee may be accompanied by a fellow employee at any step of this process. All actions must be appropriately recorded in the employee's personnel file.

150.030 – DISCIPLINE POLICY

Date Revised: May 2017

POLICY

Maine Media Workshops + College's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with Maine Media organizational values, human resource (HR) best practices and employment laws.

Outlined below are the steps of Maine Media's progressive discipline policy and procedure. Maine Media reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

PROCEDURE

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

Although Maine Media hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, Maine Media recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences. During Step 2, the immediate supervisor and a director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor or other designated director may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued vacation, personal or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious

workplace safety or conduct issues. The business office will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status. Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Maine Media will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Maine Media reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management’s recommendation to terminate employment must be approved by the President or Vice President of Academic Affairs.

APPEAL PROCESS

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee’s performance or conduct issues while allowing for an equitable solution. If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee’s official personnel file.

Important note: Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Maine Media Workshops + College and its employees.

170.010 – EMPLOYEE CLASSIFICATION

Date Revised: January 2019

POLICY

The organization will compensate employees who are entitled to overtime under the Federal Fair Labor Standards Act and applicable state law (non-exempt employees). All employees are considered to be non-exempt employees unless their job responsibilities are such that they fall into a category of employees that is exempt from the overtime provisions of federal and state law (exempt employees). Federal and state wage and hour law exempts *bona fide* executives and supervisors, administrative employees, professionals, and outside sales persons from the wage and hour overtime pay provisions.

Employees are full-time and work a minimum of 32 hours per week **OR** part-time and work less than 32 hours per week.

PROCEDURE

Each employee will be informed through his/her employment agreement of the employee's exempt/non-exempt status.

Non-Exempt Employees – All non-exempt employees are entitled to one and one-half times their hourly rate, on an hourly basis, for each hour worked in excess of 40 hours per week (Sunday through Saturday). All non-exempt employees are scheduled to work 40 hours per week or less and no overtime may be worked unless approved by the employee's immediate supervisor. Such an employee may be full-time, part-time, or temporary.

Exempt Employees – All exempt employees have an obligation to complete all of their duties in a professional manner without regard to the number of hours worked. Exempt employees are not eligible for overtime pay. Such an employee may be full-time, part-time, or temporary.

Classification –

Full-time: A Maine Media Workshops + College employee who ordinarily works 32 or more hours per week.

Part-time: A Maine Media Workshops + College employee who ordinarily works less than 32 hours per week.

Temporary: An employee who is hired for specific amount of time (for example-seasonal or extended seasonal) or a specific project or part of a project and whose hours are limited by the needs of the project. Temporary employees do not qualify for benefits.

170.020 – EMPLOYMENT AT WILL

Date Revised: April 2008

POLICY

Unless specifically stated otherwise in an employment contract executed by the President or an authorized officer, all employees are employees “at will.”

PROCEDURE

Maine is an “at-will state” which means that if there is no union agreement, an employer may legally fire an employee without notice and without cause. While an employee may be legally dismissed without notice and without cause, Maine Media Workshops + College has established a Discipline Policy (150.030).

170.030 – EMPLOYMENT OFFERS

Date Revised: May 2017

POLICY

Staff authorized to make employment offers will do so within the board approved budget for that calendar year.

PROCEDURE

Offers of full time employment will be approved by the President and the Director of Finance and Administration.

170.040 – WORK SCHEDULE

Date Revised: April 2008

POLICY

It is organization policy that full-time, year-round employees work a regular schedule unless there is prior approval from the employees' immediate supervisor or department manager. Examples for those working a 40 hour work week: employees who wish to begin work at 8 am work until 5 pm with one hour lunch break; employees who wish to begin work at 9 am work until 6 pm with one hour lunch break.

Every employees schedule should be reviewed by employees' supervisor, to ensure that the needs of Maine Media are met. Temporary employees work schedule will be defined by the President, Vice President of Academic Affairs, or department manager.

PROCEDURE

It is the supervisor's responsibility to schedule rest and meal breaks. Should an employee need to leave the workstation for any reason during the scheduled shift, the supervisor must be notified.

170.055 – TIME TRACKING POLICY

Date Revised: March 2019

POLICY

Maine Media Workshops + College uses an electronic time tracking system called uAttend to capture and record employee time records. uAttend collects actual time entered by the employee using these methods:

- time clock
- computer
- cell phone app
- Business Office using the uAttend software

Employee will be notified of which type of tracking they will be authorized to use. uAttend allows employees to accurately monitor and keep track of their time and enables the organization to efficiently process employee time worked for payroll purposes. The following procedures and guidelines are to ensure accurate recordkeeping and compliance within Maine Media.

OFFICIAL TIME OF RECORD

uAttend electronic timekeeping system and associated work records will become the official basis for recording hours worked for employees of Maine Media Workshops + College. Any disputes over actual hours worked or attendance will be resolved by referring to the uAttend records.

EMPLOYEE TIME REPORTS

The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payment for employees. All FLSA provisions guide utilization of the time clock system at Maine Media.

CLOCK LOCATIONS

Time clocks are located in the Homestead hallway outside of the kitchen AND in the housekeeping office at the Campus Residence. Employee's that have completed their employment documents and have registered their fingerprint with one of the time clocks, may use either time clock at any time.

EXEMPT AND NON-EXEMPT EMPLOYEES AND OVERTIME PAY

'Exempt' refers to employees who are exempt from Federal and State laws regarding payment of overtime and are paid a pre-determined salary, not an hourly rate.

'Non-exempt' refers to employees who are eligible to receive overtime for hours worked in excess of 40 hours per week. All overtime must be pre-approved by the employee's supervisor before working overtime. Supervisors will be notified if an employee is approaching overtime.

An employee may not accumulate overtime by arriving early or leaving late unless specifically pre-authorized by his/her supervisor. If a non-exempt employee has accumulated unapproved hours beyond his/her work schedule in the course of a week, he/she may be required to leave work early.

Disciplinary action will occur for reoccurrence of non-compliance with this policy. An employee should refer to the Business Office if help with the uAttend system is needed.

PROCEDURE

USE OF TIME CLOCKS

Non-exempt (hourly) employees must report attendance and time via the uAttend system. The non-exempt employee's time card may be reviewed by the employee and must be approved by the supervisor each pay period.

If a non-exempt employee is missing hours and eligible for Maine Media's time off benefits, an email must be sent to his/her supervisor so that an adjustment can be made to the time card. All time off requests should be submitted to their supervisor using Maine Media's time off form, if possible, and before the time off has occurred.

DAILY CLOCK IN/CLOCK OUT REQUIREMENTS

It is a job requirement that all non-exempt employees must 'clock in' and 'clock out' at the start of their shift and at the end of their shift. Employees leaving for personal reasons during the day must clock out when leaving and back in upon returning.

TIME CLOCK POLICY AND GUIDELINES

Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Supervisors are responsible for ensuring that the work and time off reported accurately reflects each employee's activity for each pay period and validate this by approving the employee's time card. Intentional errors in reporting hours worked can result in serious consequences to the individuals involved.

ROUNDING HOURS WORKED

The FLSA allows an employer to round employee time to the nearest quarter hour. uAttend punches will be rounded according to a seven-minute grace period with a fifteen minute round.

Use the following guide when determining the round:

7:53am to 8:07am = 8:00am

8:08am to 8:22am = 8:15am

8:23am to 8:37am = 8:30am

8:38am to 8:52am = 8:45am

Employees are expected to clock in and out at their regularly scheduled times, as close to the beginning and end of their shift as possible. Employees should punch in no sooner than seven (7) minutes prior to the beginning of their shift and punch out no later than seven (7) minutes after their shift ends. Employees who continually punch in late or punch out early are subject to disciplinary action.

MISSED PUNCHES AND ADJUSTMENTS

An employee who misses a punch should notify his/her supervisor via email of any edits that need to be made to the timecard. Under certain conditions when an employee cannot clock in at their worksite, the employee should report times worked to their supervisor via email so their times can be manually entered.

MULTIPLE DEPARTMENT CODES

If an employee is paid from multiple departments or has more than one position within the organization, they will be assigned a separate job code for each position. It is the responsibility of the employee to ensure that they are clocking in on the correct code at all times. Failure to clock in and out or transfer correctly on multiple job codes may result in corrective action. If the employee is unsure which job code to use, he/she should contact their supervisor or the Business Office for clarification. Employees who have clocked in or transferred incorrectly using the wrong job code will need to notify their supervisor by email prior to the close of the pay period so their time can be corrected.

MEALS

All meal periods are considered unpaid time and non-exempt employees must clock in and out.

BREAKS

Non-exempt employees are required to clock out for breaks that exceed 10 minutes.

UNREPORTED HOURS

The FLSA does not permit an employer to benefit from the work of an employee without compensating them for such work. Therefore, all hours worked by non-exempt employees must be reported using the uAttend timekeeping system. Any time spent working while not clocked in ('working off the clock') is strictly prohibited. Employees are required to clock in before performing any work and are not permitted to clock out until all work has stopped. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination. Examples of 'working off the clock' may include:

- Forgetting to clock in or out

- Voluntarily continuing to work at the end of regular working hours
- Taking work home to complete on the weekend or in the evening
- Checking/reading/reviewing work-related emails or listening to work-related voice mails while away from the office or workplace.
- Answering phones, emails, or attending to student while clocked out for a lunch break.

Once an employee has clocked in, he/she is responsible for starting work. When a shift has been completed, it is the employee's responsibility to clock out. Employees conducting personal business or simply not working while clocked in may be considered 'riding the clock' and could be subject to corrective action up to and including termination.

TIME OFF REQUESTS

Time off requests must be requested with a time off form before the time is actually taken. (See TIME OFF POLICIES – 180.010, 180.020, 180.030) If an employee was unable to request the time off in advance, the employee must email their supervisor to inform them of what paid time off was taken. Employees are not paid for paid time off taken in excess of the available balance. Paid time off does not count towards hours worked for computing overtime.

HOLIDAYS

Holiday pay will automatically be given to eligible employees in the uAttend system. (See 180.040-PAID HOLIDAYS policy)

CLOCK OR SYSTEM PROBLEMS

Clocks may not continue to collect data during power outages, network, clock or system malfunctions. Employees should track their hours manually and the time will be adjust by their supervisor in the uAttend system.

DISCIPLINARY ACTION

An employee may be subject to disciplinary action up to, and including, termination for the following:

- Any attempt to tamper with the timekeeping hardware or software
- Interfering with another employee's use of time clocks
- Falsifying another employee's clocking transactions
- Failure to use the uAttend system properly
- Failure to promptly verify and reconcile time and paid time off records
- Falsification of hours actually worked
- Excessive missed punches without a valid (specific) reason
- Excessive early or late punches
- Excessive unauthorized overtime
- Refusing to punch in/out for meals or breaks

170.060 – PAYCHECKS

Date Revised: March 2019

POLICY

It is organization policy to pay employees weekly. Paychecks will be available on Thursday of every week. If the scheduled pay day falls on a holiday, paychecks will be issued on the subsequent workday, unless informed otherwise. Paychecks not picked up by the following week will be mailed to the employee's address of record. Employees are to pick up their check only. **DO NOT** pick up another employee's check. This may be grounds for disciplinary action.

PROCEDURE

The organization offers a choice of how employees may receive their pay. Employees may wish to have their paycheck directly deposited into a checking and/or savings account. If you participate in direct deposit, you receive a regular pay check stub, confirming that your pay has been deposited to your account, with an explanation of your pay and deductions.

It is the employees' responsibility to view their check stub weekly for accuracy and to notify the business office immediately of any discrepancies. Employee holds harmless Maine Media Workshops + College from any fees imposed by employees' bank.

Bangor Payroll Employee Portal

Bangor Payroll provides weekly payroll processing, paychecks and issue year end employee W2 forms. Maine Media employees may access their paycheck information and year end W2 forms on Bangor Payroll's Employee Portal.

Paperless – Employees that receive direct deposit may also opt-out from receiving a weekly paystub by notifying the business office.

The Employee Portal is a Web-based portal offering employees access to their payroll information via the Internet. Through the portal, employees can

- view and print payroll vouchers and W-2s
- access their demographic data

The Employee Portal can be used on tablets and mobile devices.

Open a Web browser and enter the URL <https://ess.bangorpayroll.com> for access to the Employee Portal.

170.070– PERSONAL INFORMATION

Date Revised: April 2018

POLICY

It is organization policy to maintain up-to-date personnel files for all employees.

PROCEDURE

As an employee, it is your responsibility to keep your personal information up to date. Correct information will ensure that you have up-to-date opportunities for coverage in the insurance and other benefits plans, and year-end tax forms are mailed to the proper address. Please note that every employee will receive **ONE** W2 and/or 1099 at year end. **Should a duplicate W2 or 1099 need to be printed and mailed there will be a fee assessed.** This fee must be paid prior to the issuing of the reprint.

Employee may also access an official copy of their W2 online through Bangor Payroll's employee portal. To access see Employee webpage for detailed instructions. www.mainemedia.edu/employee.

Please notify the business office should you have a change in any personal information including:

- Name
- Address
- Telephone number
- Marital status
- Dependent information
- Beneficiary
- Emergency contact information

170.080 – OUTSIDE EMPLOYMENT

Date Revised: April 2008

POLICY

It is organization policy to prohibit outside employment whenever a conflict of interest occurs. If you are employed in a full-time position, it is expected that your position with this organization is your primary employment.

PROCEDURE

Should you wish to consider other employment that might be a conflict of interest or may interfere with your responsibilities as part of your job duties, you must disclose the nature of that employment relationship with your immediate supervisor prior to considering and accepting such employment relationship.

170.090 – REFERENCE REQUESTS

Date Revised: May 2019

POLICY

The Business Office is the only department authorized to respond to employment reference inquiries, whether written or verbal.

PROCEDURE

Employees may be approached to provide references with respect to former employees. Those inquiries, either written or verbal, must be forwarded without comment to the Business Office.

There may be a formal, end-of-season written evaluation of each employee's performance done by the manager/supervisor. This evaluation will grade the employee on their attitude and provide guidelines for improvement. This evaluation becomes a part of the employees personnel file and can be used for future reference.

In order to release the evaluation information or have your supervisor write a letter of recommendation the employee must fill out the reference request form or submit a letter/email permitting Maine Media Workshops + College to release this information. This request must be submitted to the business office. All requests will be appropriately recorded in the employees personnel file. All request responses from the Business Office will take up to 72 hours to respond.

Due to document retention, Maine Media Workshops + College does not fulfill requests for employees terminated more than 7 years from date of request.

170.110 – TERMINATION OF EMPLOYMENT

Date Revised: April 2008

POLICY

In the event employee voluntarily terminates employment, the following procedure will be followed in order for employee to be eligible for rehire.

PROCEDURE

A signed written letter of resignation should be submitted to the immediate supervisor stating employees' last day of work. Except under extenuating circumstances, a two-week notice will be required.

Employees covered under the organization's insurance plans, coverage ends on the last day of the current month of employment. Eligible employees will receive notice of insurance continuance. An exit interview is encouraged and should be scheduled with employees' supervisor, or other designated director. All organization property is to be returned by the last day of employment to immediate supervisor including but not limited to keys, working records, office equipment, computer equipment, computer software, and any other equipment that belongs to the organization.

170.120 – RETENTION & SECURITY OF EMPLOYMENT RECORDS

Date Revised: May 2019

POLICY

Official employee personnel files will be maintained in the business office. These files (or appropriate parts thereof) are confidential and are available to authorized personnel only, e.g., employee's supervisor, department manager, administration, the department manager to whom the employee may be transferring, and the President.

An employee has the right to review any material in the employee's personnel file by making an appointment with the business office.

PROCEDURE

Except as required by law, release of information to non-organization personnel by the business office will be limited to the following:

Verification of employment – Job title and dates of employment may be verified by the business office. Responses may include provision of employment verification and factual information contained in the file, provided the employee or former employee furnishes a signed authorization releasing such information. Only the information authorized for release will be released.

Due to document retention, Maine Media Workshops + College does not fulfill requests for employees terminated more than 7 years from date of request.

Personnel files may not be removed from the business office. Others authorized to review an employee file may do so within the business office. Employees may review their own file in the business office but may not remove any documents from the files.

170.130 – DOCUMENT RETENTION & DESTRUCTION

Date Revised: May 2016

POLICY

In order to comply with best practices addressed in the Sarbanes-Oxley Act, and to eliminate accidental or innocent destruction of documents, the organization has adopted this policy on mandatory document retention and periodic destruction of business records and documents.

PROCEDURE

The organization abides by the minimum retention requirements set forth in the following table, provided by the National Council of Nonprofit Associations in accordance with the Sarbanes-Oxley Act.

Documents that have been retained beyond the period indicated in the chart below may be destroyed periodically, taking into consideration constraints on storage space and staff time.

If litigation is filed or government investigation is commenced against the organization, from the date such action is known to the organization, all document destruction shall be suspended as promptly as can be achieved reasonably.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years or less if specified
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years

Type of Document	Minimum Requirement
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
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180.010 – TIME OFF: PERSONAL DAYS

Date Revised: January 2019

POLICY

Maine Media Workshops + College will provide year-round employees 3 days of personal time off per calendar year.

Temporary, seasonal and extended seasonal employees do not qualify for Maine Media's personal time off benefit.

New employees must complete a 30-day waiting period before earning personal days.

For non-exempt employees the number of hours paid per personal day will be based on the employee's average hours worked per week.

Non-exempt employees may not take personal time that would cause the paid hours in any week to exceed 40 hours.

Year-round, part-time exempt employees, required to work on Maine Media's campus, will receive 1 ½ personal day per calendar year.

In addition, personal days will be pro-rated for employees not working a full calendar year. For example, an employee hired July 1st will receive 1.5 personal days the first calendar year.

Unused personal days do not carry over to the next calendar year.

Should employment terminate unused personal days will not be paid out.

Once notice of termination is given by the employer or resignation from the employee, personal days will no longer be available for use.

PROCEDURE

Personal days may be used for non sick related time off issues that may arise.

Personal days must be documented through the use of a time off form signed by your immediate supervisor and submitted to the business office.

No employee is exempt from submitting this form.

Non-exempt employee must make note of personal time the time tracking system.

180.020 – TIME OFF: SICK DAYS

Date Revised: January 2019

POLICY

Maine Media Workshops + College will provide year-round employees 5 days of sick time off per calendar year.

Temporary, seasonal and extended seasonal employees do not qualify for Maine Media's sick time off benefit.

New employees must complete a 30-day waiting period before earning sick days. For non-exempt employees the number of hours paid per sick day will be based on the employees' average hours worked per week.

In addition, sick days will be pro-rated for employees not working a full calendar year. For example, an employee hired July 1st will receive 2.5 sick days the first calendar year. Unused sick days do not carry over to the next calendar year.

Non-exempt employees may not take sick time that would cause the paid hours in any week to exceed 40 hours.

Year-round, part-time exempt employees, required to work on Maine Media's campus, will receive 2 ½ sick days per calendar year.

Under no circumstance will sick time be used as an extension of vacation or personal time off.

Should employment terminate unused sick days will not be paid out.

Once notice of termination is given by the employer or employee, sick days will no longer be available for use.

PROCEDURE

Employee must notify two members of the staff if employee will not be at work: the employee's immediate supervisor and the business manager. If one of these is not available you may contact the business manager as your only notification.

If an employee is out sick more than two consecutive days, a doctor's note may be required to receive the time off paid.

Employees that use the time tracking system must also make note of sick time.

180.030 – TIME OFF: VACATION DAYS

Date Revised: December 2018

POLICY

Maine Media Workshops + College will provide year-round employees one week paid vacation for each year worked, up to a maximum of 4 weeks.

Temporary, seasonal and extended seasonal employees do not qualify for Maine Media's paid vacation benefit.

Vacation time is accrued on a calendar year basis. New employees must complete a 30-day waiting period before earning vacation days. (Refer to employment job offer for specific vacation allotment and use.) For non-exempt employees the number of hours paid per vacation day will be based on the employee's average hours worked per week. In addition, vacation days will be pro-rated for employees not working a full calendar year. For example, an employee hired July 1st will receive 2.5 vacation days the first calendar year. Unused vacation days do not carry over to the next calendar year.

Non-exempt employees may not take vacation time that would cause the paid hours in any week to exceed 40 hours.

Unused vacation will not be compensated unless employment is terminated. Upon termination any unused vacation days for that calendar year will be paid on a pro-rated formula based on % of calendar year worked minus any used vacation days.

PROCEDURE

Employee must receive approval from their immediate supervisor two weeks prior to taking vacation days. For vacation used during the months of June through August please allow at least three weeks notices. Vacation days must be documented through the use of a time off form and submitted to the business office. No employee is exempt from submitting this form. Employees that use the time tracking system must also make note of vacation time.

180.040 – PAID HOLIDAYS

Date Revised: January 2019

POLICY

It is Maine Media Workshops + College policy that year-round employees receive specific holidays off with pay.

Temporary, seasonal and extended seasonal employees do not qualify for Maine Media's paid holiday's benefit.

For non-exempt employees the number of hours paid per holiday day will be based on the employee's average hours worked per week. Due to the nature of the organizations business there are three holidays that are not considered holidays off with pay. These holidays are Memorial Day, July Fourth, and Labor Day.

PROCEDURE

The following days are the only days considered days off with pay:

- President's Day
- Patriot's Day
- Columbus Day
- Veteran's Day
- Thanksgiving weekend (Thursday and Friday)
- Christmas Eve day through New Year's Day

Should a paid holiday conflict with an employee's requirement to work the employee may exchange the paid holiday for another within 30 days of the paid holiday. The employee's supervisor and the business office must receive notification in writing within 5 days of exchange.

Holiday exchange not taken within 30 days will be forfeited.

If employment is terminated unused holiday exchange(s) will not be compensated.

180.050 – BEREAVEMENT LEAVE

Date Revised: April 2008

POLICY

The organization will provide employees an appropriate period of mourning and time to attend the funerals of relatives.

PROCEDURE

Upon approval of the employee's supervisor, up to three consecutive calendar days leave with pay are allowed for bereavement after the death of a member of the employee's immediate family (parent, spouse, sibling, child, mother-in-law, father-in-law, or grandparent). Your supervisor may grant an exception if you had a parental relationship with another relative. Year-round employees may use paid time off or employees may request time off without pay if you wish to attend a funeral of a close friend or other relative. Requests for payment of bereavement absences are to be made on time off form.

180.060 – JURY DUTY

Date Revised: April 2008

POLICY

The organization encourages all regular employees to fulfill their civic responsibility to occasionally serve as a juror. The organization will continue to pay employees their regular compensation for regularly scheduled hours of work missed as a result of being called for jury duty or serving as a juror for up to 10 calendar days.

PROCEDURE

Upon receiving legal notice to serve, employees will present the notice to the business office so that staffing can be arranged during the absence. Should the absence from work create a serious difficulty to the organization, we will correspond with the Clerk of Courts to attempt to arrange for the employee's dismissal from jury duty. Employees are expected to return to work (if reasonably practical) on any day or half day when not required to serve.

Upon completion of jury service, a copy of the pay voucher from the court will be required as proof of attendance.

180.070 – MILITARY LEAVE

Date Revised: April 2008

POLICY

Employees who are members of state military forces or in the reserves of the United States Armed Forces will be given a leave of absence without pay when engaged in annual duty training days and on all inactive duty, full-time training duty and active duty training days. Additionally, employees who are called to or volunteer for active duty will be granted a leave of absence without pay. Reinstatement will be granted when employees report for work within 90 days of non-dishonorable discharge from active duty.

The above provisions are contingent upon the employee giving proper notice of the employee's absence. Proof of actual military duty will be required.

PROCEDURE

Employees who serve in US military organizations may take the necessary time off without pay to fulfill this obligation. In such cases, all legal rights for continued employment will be retained. Employees may apply accrued but unused earned time to the leave if desired. However, there is no obligation to do so.

Employees called to serve who are covered under the organization's health insurance program may continue coverage as though actively employed for up to 24 months by paying their portion of the premium. On return from service, health insurance coverage, which was interrupted at the employee's request, will be reinstated without any waiting period.

Employees are expected to notify their managers when aware of the dates of duty so that arrangements can be made for a replacement during that time.

180.080 – FAMILY & MEDICAL LEAVE

Date Revised: May 2019

POLICY

Eligible employees may take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
 - Full-time, year-round employees are eligible for paid leave of up to four weeks, with the option to take an additional two weeks unpaid leave for the birth, adoption, or foster placement of a child.
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

Eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employee may take leave intermittently or on a reduced schedule.

Employee may choose the use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with Maine Media's normal paid leave policies.

While employee is on FMLA leave, Maine Media will continue health insurance coverage as if the employee were not on leave. Upon return from FMLA leave, employee will be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Maine Media will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Employee must meet these criteria in order to be eligible for FMLA leave.

- Have worked for Maine Media for at least 12 months; and
- Have at least 1,250 hours of service in the 12 months before taking leave.

PROCEDURE

Employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, employee must notify Maine Media as soon as possible.

Employee does not have to share a medical diagnosis, but must provide enough information to Maine Media so it can be determined if the leave qualifies for FMLA protection. Employee must inform Maine Media if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Maine Media requires a certification and periodic recertification supporting the need for leave. If Maine Media determines that the certification is incomplete, Maine Media will provide a written notice indicating what additional information is required.

When Maine Media becomes aware that employee's need for leave is for a reason that may qualify under the FMLA, Maine Media will notify the employee if he or she is eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, Maine Media will provide a reason for ineligibility. Maine Media will notify employee if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

180.090 – PAID FAMILY AND MEDICAL LEAVE

Date Revised: May 2019

POLICY

The organization provides full-time (minimum 32 hours per week), year round employees with the opportunity to take accrued paid time off to care for the illness of an immediate family member in accordance with Maine’s law entitled “An Act to Care for Families,” which became effective September 17, 2005.

PROCEDURE

The organization provides employees with the ability to use a limited amount of accrued paid time to care for an immediate family member who has an illness. Immediate family member is defined as an employee’s child, spouse, or parent.

Employees are required to give advance notice where feasible to their supervisors of their intention to take Paid Family Sick Leave under this policy. Normally, employees will be required to give 30 day advance notice of the need for leave. Where leave is not foreseeable in advance, then notice shall be given as soon as possible before the leave commences. The failure to give adequate notice may result in denial of the right to use accrued paid time off for this purpose and/or disciplinary action.

Paid Family and Medical Leave under this policy is limited to 40 hours in any 12-month period. All hours used for Paid Family and Medical Leave must be earned by the employee at the time the leave is taken.

Employees who take paid time off under this Paid Family and Medical Leave Policy must expressly designate the time as Paid Family and Medical Leave on their time off form or notify their supervisors in writing of their intention to use Paid Family and Medical Leave. The failure by an employee to properly designate an absence as Paid Family and Medical Leave prior to any receipt of compensation for the period of the leave may result in denial of the paid leave and/or the absence being treated for disciplinary purposes as not Paid Family and Medical Leave.

The organization reserves the right to request verification of illness for leave taken under Paid Family and Medical Leave.

What’s the Difference?

Paid Sick Leave, FMLA, and Paid Family and Medical Leave are all types of paid or unpaid time off from work, but they are distinct policies and, where enacted, laws. For full definitions, differences and pay information visit the Department of Labor website here: <https://www.dol.gov/sites/default/files/PaidLeaveFinalRuleComparison.pdf>

180.095 – MEAL PLAN

Date Revised: May 2017

POLICY

Maine Media Workshops + College offer employees the opportunity to eat some meals at Maine Media's dining facility as part of their employment package. Meal allowances vary by position and employees will be informed of their allowed meals with their employment information form.

PROCEDURE

Meal allowances apply only to the employee. Family, friends or guests may partake in one of the meals on campus for a fee. Notice and payment must be made to student services 24 hours in advance of the meal and 72 hours in advance of a Friday night dinner lobster dinner ticket.

180.110 – HEALTH INSURANCE (SECTION 105 & 125 PLAN)

Date Revised: January 2019

POLICY

It is organization policy that full-time (minimum 32 hours per week); year-round employees are eligible to participate in Maine Media's health insurance plan. Maine Media provides coverage for the employee. Dependant (legally married spouse and/or legal children) coverage is available at a cost to the employee.

Temporary, seasonal and extended seasonal employees do not qualify for Maine Media's health insurance, section 105 or 125 plans.

Health Insurance Opt Out

Maine Media's health insurance eligible employees, who choose not to enroll in the company sponsored health insurance plan may receive a weekly stipend to help cover cost for a policy they may have elsewhere. Employee must be covered under another plan and provide proof of insurance to receive the stipend. The stipend applies only to the employee. Dependents DO NOT qualify for the opt out stipend. The stipend is considered income and will be taxed as such. Opt out stipend is only available to an employee during open enrollment period, a qualifying event, or a new hire.

Employees contracted to work at least 32 hours per week, and for more than six months of the calendar year are eligible for a partial (50%) health insurance benefit during their employment contract. The partial benefit is for the employee only. Any dependants will be at the 100% rate.

Health insurance starts the first day of the month following a 30 day waiting period from hire date. The employee's contribution is deducted from the employee's paycheck as a pre-tax deduction. If an employee's contract is terminated, any outstanding monthly premium contribution will be deducted from the employees' final paycheck.

To view the most current schedule of benefits, summary of benefits & coverage, insurance costs & enrollment form go to employee benefit website here: www.mainemedia.edu/employeebenefits

PROCEDURE

Section 105 Plan: Health Reimbursement Arrangement (HRA)

Maine Media is pleased to offer their employees a Health Reimbursement Arrangement. Employees participating in the organizations group medical insurance plan are automatically enrolled in the HRA Plan. This plan is designed to assist individuals with expenses covered under the organizations group health insurance plan, but subject to the deductible. This plan is administrator via a third party, Group Dynamics Inc.

The HRA Plan runs in correspondence with the policy plan year (January-December).

How claims are paid from the HRA:

1. You receive medical care as you normally do. Your medical provider will file your claims with Harvard Pilgrim.
2. Harvard Pilgrim will send GDI (Group Dynamic) an electronic report of deductible expenses on a regular basis. This data will go into their claims system. Claim payment is in the form of a check from Group Dynamic to you at your home address, or a direct deposit to your bank account. The payment from GDI will be based upon the application of the company's HRA plan design to the actual claims sent to GDI by Harvard Pilgrim.

Should employment be terminated the employee may continue to receive the HRA benefit thru COBRA with a monthly administrative fee.

To view the most current benefit overview & summary of benefits go to employee benefit website here: www.mainemedia.edu/employeebenefits

Section 125 Plan: Flexible Spending Account (FSA) & Dependent Care FSA

As part of the organizations Section 125 plan, year-round employees working a minimum of 25 hours per week, are eligible to contribute to a Flexible Spending Account. The employee designates the amount of the pre-tax dollars (\$500 min, \$2,700 max) the employee would like withheld from the employees' paycheck each week and deposited into a Flexible Spending Account (FSA). When the employee experiences qualifying medical or dependent care expenses, the employee can use the pre-tax money in the employees FSA to pay for or be reimbursed for those expenses.

To view the most current summary plan descriptions, eligible expenses & enrollment form go to employee benefit website here: www.mainemedia.edu/employeebenefits

180.120 – LIFE INSURANCE

Date Revised: January 2019

POLICY

Maine Media Workshops + College offers full-time (minimum 32 hours per week), year-round employees a \$10,000 benefit life insurance policy through Sun Life Assurance Company of Canada, for the duration of employment with the organization. There is no cost to the employee for this benefit.

Maine Media also offers full-time (minimum 32 hours per week), year-round employees & their dependant(s) additional optional life and accidental death & dismemberment insurance. This additional benefit cost is paid by the employee via a weekly payroll deduction.

Temporary, seasonal and extended seasonal employees do not qualify to join Maine Media's life insurance plan.

Coverage starts the first day of the month following a 30 day waiting period from hire date.

Termination of employer portion of life insurance corresponds with termination of employment. Employee may convert group life coverage to an individual life insurance policy upon termination. Portability allows the insured to continue their group life plan and conversion allows the insured to convert their policy into a whole life plan.

PROCEDURE

Employee must complete the beneficiary distribution form to activate benefit.

For further details and current enrollment documents for Maine Media's life insurance plan go to the employee benefits page on Maine Media's website here: www.mainemedia.edu/employeebenefits

180.130 – DENTAL INSURANCE

Date Revised: January 2019

POLICY

It is organization policy that full-time (minimum 32 hours per week); year-round employees are eligible to participate in the employer sponsored dental plan. Maine Media Workshops + College employee is responsible for 100% of the premium for employee and dependants.

Temporary, seasonal and extended seasonal employees do not qualify to join Maine Media's dental insurance plan.

Dental insurance starts the first day of the month following a 30 day waiting period from hire date. The employee's contribution is deducted from the employee's paycheck as a pre-tax deduction. If an employee's contract is terminated, any outstanding monthly premium contribution will be deducted from the employees' final paycheck.

PROCEDURE

To view the most current outline of benefits, dental plan description & enrollment form go to employee benefit website here: www.mainemedia.edu/employeebenefits

180.140 – MEDICAL BENEFITS CONTINUATION PRIVILEGES

Date Revised: May 2019

POLICY

It is organization policy to make employees aware of their benefits continuation rights under the Consolidated Budget Reconciliation Act (COBRA).

PROCEDURE

Should the circumstances under which you and/or your spouse and/or dependent children are eligible for health coverage or dental insurance change, you and/or your family members may be eligible to continue coverage under COBRA. Qualifying events include:

- Termination of your employment
- Reduction in your work hours
- You become eligible for Medicare
- Divorce or legal separation of you and your spouse
- A child's loss of eligibility for dependent status

When the business office is notified that a qualifying event has occurred, you and your eligible dependents will receive information regarding entitlement to continue group coverage. You will have 60 days from the date you lose coverage or 60 days from the date you receive such information, whichever is later, to elect continued coverage. Coverage will end if any of the following events should occur:

- The organization no longer provides group health or dental coverage to any of its employees
- The premium for continued coverage is not paid by the employee
- You become covered as an employee or otherwise under another group plan
- You become eligible for Medicare

180.150 – NOTICE OF PRIVACY REGARDING PERSONAL HEALTH/MEDICAL INFORMATION

Date Revised: March 2010

POLICY

Maine Media Workshops + College values each employee, and the protection of employee privacy is very important. In conducting business, the business office may create and maintain records that contain protected health information about an employee and the health care provided as a member of a benefit plan. “Protected Health Information” is personal information about an employee or his/her dependent(s) which can reasonably be used to identify the employee and that relates to the employee’s past, present, or future medical condition, the provision of health care, or the payment for that health care.

PROCEDURE

The business office protects each employee’s privacy by maintaining health related information separate from the main personnel file. The business office limits disclosure of this information to those on a need-to-know basis. Maine Media Workshops + College will produce this information to a third party upon receipt of a duly executed consent by the employee or a lawfully served subpoena or court order.

180.160 – FICA DEDUCTIONS (Social Security & Medicare)

Date Revised: May 2019

POLICY

Maine Media Workshops + College shall make payroll deductions for FICA (Social Security-OASDI and Medicare-MED), and make appropriate FICA contributions, for eligible employees, following governing regulations. FICA and Medicare are federally mandated taxes withheld from employees' paychecks and a tax paid by the employer. Programs include funds for old age, survivors', disability, and medical insurance.

PROCEDURE

Determining Eligibility

All Maine Media employees participate in the Federal Social Security Program except nonresident alien individuals who qualify for exemption from the social security tax under section 3121(b)(19).

The business office is responsible for determining the status of each of its employees and for initiating the necessary staff forms to establish individual employee participation status.

Deductions

FICA (OASDI & MED) taxes are deducted from eligible employee weekly pay not to exceed the taxable wage base. Employees who join Maine Media will have taxes withheld at federally mandated rates without regard to the amount withheld in the calendar year by previous employers. Medicare taxes do not have a maximum, taxable wage base. An employee may claim a refund of excess deductions on his/her income tax return for that year.

Additional Information

As required by law, Maine Media furnishes each employee with a Form W-2, which shows the amount of Social Security tax withheld, and the amount of earnings subject to the Social Security tax.

Information regarding Social Security benefits and other aspects of the Social Security Program is available through the employee's local Social Security Administration Office.

180.170 – WORKERS’ COMPENSATION

Date Revised: April 2015

POLICY

Maine Media Workshops + College employee’s* are covered by Workers’ Compensation while on the job. When an employee becomes injured or ill as a result of a work-related incident, it is organization policy to facilitate the employee’s return to work. The appropriate and timely return of an employee is the responsibility of the employee, the Workers’ Compensation insurance carrier, and the supervisor.

***INTERNS AND LONG TERM STUDENTS ARE NOT COVERED UNDER THE ORGANIZATIONS WORKERS’ COMPENSATION INSURANCE:**

Maine Media Workshops + College has an accident insurance policy designed for these staff members and students. If an intern or long term student is injured while working for the organization, the individual should seek medical attention. The individual is responsible for their own medical expenses. The individual may complete an insurance claim form (available in the business office). This coverage is in excess over any other valid and collectible insurance an individual may have. However, even if an individual is covered under other insurance, this plan will cover unpaid balances, deductibles and those eligible expenses not covered by other insurance. If there is no other coverage, our program pays on a primary basis up to the limits of the policy. Accidental injury claims carry a \$0 deductible with each occurrence with a lifetime maximum benefit of \$25,000.

PROCEDURE

First Injury Report

If an employee is injured at work, **NOTIFY YOUR EMPLOYER AT ONCE**. The employee will be required to answer questions about the injury and fill out a first injury report (located in the business office). Employees may lose their right to receive benefits unless the employer is notified within 90 days of the injury. The claim is also subject to a two-year statute of limitations. Worker advocates are available at the Workers’ Compensation Board to help injured workers. For questions about rights, please contact the regional offices at:

24 Stone Street
Augusta, ME 04330-5220
207.287.2266 (voice)
888.645.2266 (voice)

Returning to Work

The supervisor will obtain the necessary approval from physician/s or other involved medical personnel (by the employee) for assessment before the employee may return to work.

If the employee is restricted in duties s/he may perform, the medical service provider will specify the type, nature, and duration, if possible, of any restriction. The employee will be accommodated as appropriate.

180.180 – UNEMPLOYMENT INSURANCE

Date Revised: April 2008

POLICY

The organization pays into a Maine state fund that provides compensation to employees who lose their jobs for reasons other than gross misconduct.

PROCEDURE

When employment is terminated for a reason other than gross misconduct, it is in the employee's best interest to file with the State of Maine for unemployment compensation. Eligibility is based, in part, on the employee's ability and willingness to work as well as how long the employee has been employed with the organization. For further information and to file a claim go to the State of Maine Unemployment website at www.maine.gov/labor/unemployment

180.190 – PERSONAL REQUEST FOR USE OF EQUIPMENT, FACILITY & SUPPLIES

Date Revised: May 2019

POLICY

Current staff may use certain equipment, facilities or supplies for their own personal use. Under no circumstances may this be done without prior approval. While using the organization's equipment, facilities or supplies, the organization will not be liable for personal injuries resulting from such use. The borrower will accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. The borrower shall be responsible for returning the equipment, facilities or supplies in good condition and agrees that the borrower is required to pay for any damages that occur while using the equipment, facilities or supplies.

PROCEDURE

Organization telephone lines, equipment, facilities and supplies are reserved for organization business. While the organization realizes that it may be necessary from time to time to make and receive personal telephone calls, personal telephone calls should be limited both in number and duration. Similarly, while the organization realizes that it may be necessary from time to time to use certain organization equipment, facilities or supplies (i.e., copying several pages of personal material), the use of such equipment and supplies should be limited.

NOTE

Requests for equipment or facilities use by other organization's or former staff members must be approved in advance by the Vice President of Academic Affairs or the Director of Finance & Administration. This includes, but is not limited to, requests for equipment including film or photo gear, computers and printers, and use of classrooms, editing suites, darkrooms or other facilities. Evidence of insurance with acceptable limits must be provided to the school before any equipment can be used. Standard rental/usage fees will be charged.

NO MAINE MEDIA OWNED VEHICLES OR TRAILER(S) MAY BE USED FOR ANY OTHER PURPOSE THAN MAINE MEDIA BUSINESS.

ALL MAINE MEDIA VEHICLES MUST BE SEASNOALLY STORED AND/OR PARKED AT THE END OF EACH DAY, ON MAINE MEDIA PROPERTY ONLY.

180.200 – EMERGENCY MEDICAL TRAINING

Date Revised: April 2008

POLICY

Maine Media Workshops + College hosts many individuals on its campus. It is beneficial for staff to have some emergency medical training.

PROCEDURE

Maine Media Workshops + College will reimburse full-time (minimum 32 hours per week), year-round employees for certified CPR training. Other emergency medical training may also be reimbursed depending upon the cost and its usefulness to the organization. Discuss these programs with the business office. Any training must occur while the employee is off duty.

220.010 – EMERGENCY INFORMATION & CAMPUS OVERSIGHT TEAM

Date Revised: May 2019

POLICY

The basic goal is to generate accurate and timely information that helps ensure the safety of the campus community and addresses the concerns of the community, as well as those of family members, supporters and the general public.

That goal is the same whether we are dealing with an on-campus emergency situation (natural disaster, fire, active shooter, other violent crimes/situation in progress, etc.) or a non-emergency situation (notice of a deceased student or employee, notice of an off-campus crime that could impact campus community, etc.).

The goal of communications during a campus emergency is to generate timely and accurate information that helps ensure the safety of students, faculty and staff, and that addresses the concerns of family members, campus neighbors, and others who are part of our larger campus community.

PROCEDURE

To achieve that goal, the Campus Oversight team (COT), working collaboratively with the Office of the President, is responsible for:

- Identifying who needs to be informed;
- Activating appropriate communication vehicles quickly and efficiently that give people clear directions on what they need to do;
- Communicating facts about the situation and minimizing rumors.

Responsibility:

- If an injury occurs in a class situation, the TA for the class should carry out the accident procedures.
- In the event that the class does not have a TA or it is the TA that is injured, the Instructor of the class should have emergency contact information.
- In the case of workstudy, the staff member overseeing the workstudy students should carry out the injury procedures.
- If the injury occurs outside class time, but on campus, the first staff member on the scene should carry out emergency procedures.

Emergency Procedure:

- Evaluate the situation
- If minor injury render assistance as requested by the injured party.
 - See policy 220.030 SAFETY for locations of first aid kits.
- In the event of a more serious injury immediately dial 911. Stay on the line and follow instructions from the dispatcher until the ambulance arrives. If there is any doubt re: the seriousness of the injury call 911.
- **DO NOT** attempt to transport the injured individual in personal vehicles.
- Whenever possible remove other individuals from the area. Do not allow them to interfere with the injury procedures unless their assistance is helpful to the situation.
- Stay with the individual until trained help arrives. Be prepared to provide data to emergency responders. For example person's name, description of the incident.
- Be sure someone accompanies the injured party to the hospital and stays with them until a member of the Campus Oversight Team arrives.
- As soon as the individual's safety is assured, immediately contact one member of the **Campus Oversight Team (COT)**

In most every case, the first communication to our students, faculty and staff regarding a campus emergency will be in the form of a text message, phone call and/or e-mail and where possible, face-to-face notification.

Campus Oversight Team (COT):

President, Meg Weston 207-236-8581 x 350 cell: 207-650-8937
VP Academic Affairs, Elizabeth Greenberg 207-236-8581 x 353 cell: 207-542-2238
Dir, Student Services, Kerry Curren 207-236-8581 x 303 cell: 207-236-2705
Dir, Finance and Admin, Cathi Finnemore 207-236-8581 x 360 cell: 207-542-5327

Reporting

Within 24 hours a detailed incident report must be provided to the Business Office by the person responsible on the scene and/or the person giving assistance. Please be detailed and thorough. It is important that the names of all persons present at the event be listed. This report will be distributed to all members of the Campus Oversight team. Please be available to discuss the incident report with the Director of Finance and Administration or the Business Manager. An Incident Report may be completed on Maine Media's website www.mainemedia.edu/incidentreport a hard copy to complete can be found in the Business Office (Shepherd) or the Haas mailroom.

220.015 – CLEARY ACT COMPLIANCE POLICY

Date Revised: February 2019

Maine Media Workshops + College is committed to the safety and well-being of all members of the Maine Media community. The purpose of this policy is to ensure Maine Media's compliance with the Clery Act (Clery) and the Violence Against Women Act (VAWA) Amendments to the Clery Act. Pursuant to Clery and VAWA, Maine Media is required, in part, to:

- Compile and disclose statistics of reports of the types of crimes specified in Clery ("Clery Crimes") for its campus, the immediately adjacent public areas and public areas running through the campus, remote classroom facilities and certain non-campus facilities;
- Collect reports of Clery Crimes made to Campus Safety, local law enforcement, school officials, and others associated with Maine Media who have "significant responsibility for student and campus activities";
- Make an annual report to the U.S. Department of Education with statistics of Clery Crimes for the last three years and Maine Media's policy statements and procedures addressing campus security, safety, and programs to prevent dating violence, domestic violence, sexual assault and stalking ("Annual Security Report");
- Issue timely warnings of Clery Crimes that may be an ongoing threat to the campus so that individuals make take steps to protect themselves and to aid in the prevention of similar crimes;
- Maintain a crime log, available to the public, of all crimes reported on campus;
- Maintain a fire log, available to the public, of incidents occurring in on-campus student housing; and
- Conduct educational programs to promote awareness, to include primary prevention and awareness programs to prevent dating violence, domestic violence, sexual assault and stalking.

Scope

This policy applies to all members of the Maine Media Workshops + College's community.

POLICY

Maine Media Workshops + College is committed to complying with all requirements of Clery and VAWA. This policy sets forth guidelines and procedures intended to ensure Maine Media's ongoing compliance with the Clery Act's crime and fire reporting and disclosure obligations, and its obligation to make available to the Maine Media community and the public, campus security and safety policy statements as prescribed by the law.

Pursuant to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", Maine Media publishes an annual report on campus crime statistics from the previous three calendar years for each of its locations.

The Annual Security Report will be available for viewing at Maine Media web site in September 2019. Hard copies are available at the Business Office. Questions regarding the report may be directed to the Business Office.

Personnel Affected

This policy applies to all Maine Media personnel who have responsibility for an aspect of campus security, and offices and individuals with "significant responsibility for student and campus activities." Individuals responsible for student and campus activities and others who, as a result of their role at Maine Media, may be classified as member of the Campus Oversight Team ("COT") under Clery and VAWA have specific crime reporting obligations under the law.

The following is a non-exhaustive list of Maine Media's offices and individuals with an obligation to assist with the it's Clery compliance: President, Vice President of Academic Affairs, Director of Student Services, Director of Finance & Administration, Title IX Coordinator, Directors of Program and Planning, Operations Manager, Maintenance and Business Manager.

Definitions

Annual Security Report. Clery requires Maine Media to annually submit a report to the Department of Education containing the following: statistics for Clery Crimes by type location and year; statistics of fires in on-campus

student housing; campus safety and security related policy statements that address crime reporting and prevention; law enforcement data bases of registered sex offenders; drug, alcohol and sex offenses; procedures for issuing timely warning to the campus of potentially dangerous criminal and emergency situations; campus evacuation procedures; and policy statements, procedures, and programs to prevent dating violence, domestic violence, sexual assault and stalking.

Arrest. Persons processed by arrest, citation or summons. Maine Media shall compile statistics for and specifically disclose arrests related to weapons and, drug and alcohol abuse. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed.

Referral for Disciplinary Action. Maine Media shall compile statistics for and specifically disclose students' referrals for disciplinary action related to weapons' and drug and alcohol abuse. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed.

Emergency Notification. Requirement to make emergency notifications of emergency events and dangerous conditions then occurring on campus or that present an imminent threat to the campus.

Clery Crime Statistic. Maine Media must compile statistics of reports of the following types of crimes:

- Criminal offenses. Criminal homicide, including murder and non-negligent manslaughter, and manslaughter by negligence; sexual assault, including rape, fondling, incest and statutory rape; robbery, aggravated assault, burglary, motor vehicle theft; and arson.
- Hate Crimes. Any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.
- VAWA Offenses. Any incidents of sexual assault, domestic violence, dating violence and stalking; and
- Arrests and Referrals. For weapons (carrying, possessing, etc.), law violations, drug abuse violations and liquor law violations.

Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Fire Log. Operations maintains for public inspection a fire log. Any report to a Maine Media official of a fire occurring in on-campus student housing must be documented in a Fire Log with the following information: date the incident was reported; time and date of the incident; nature of the fire, and general location.

Hate Crime. Criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim, specifically because of the following categories: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. For Clery purposes, hate crimes include any of the following offenses that are motivated by bias: murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

Missing Student Notification. If a student who resides in on-campus student housing is determined to have been missing for 24 hours, Maine Media has 24 hours following the receipt of a report of a missing student to initiate specified notification procedures. Maine Media is not precluded from initiating Missing Student Notification procedures if the student has been missing less than 24 hours or as soon it determines the student is missing.

Non Campus Property. Any or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On Campus Property. Any building or property owned or controlled by Maine Media in direct support of, or in a manner related to, Maine Media's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to that described in the first part of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Public Property. All public property, including streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Reported Crime. Maine Media shall compile and publish statistics of "reported" Clery Crimes. For purposes of the Clery Act a crime is reported when it is brought to the attention of a COT or local law enforcement by a victim, witness, other third party or even the offender. Information about the crime does not need to be explicit. It does not matter whether the persons involved with the crime or making a report are associated with Maine Media. If COT believes that there is a reasonable basis to conclude the information is not just rumor or hearsay (the information about the crime was provided in "good faith") he or she should document the information pursuant to Maine Media procedure.

- Sexual Assault (Sex Offenses) - any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
- Rape - the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- Fondling - the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- Incest - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - sexual intercourse with a person who is under the age of consent.
- Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Timely Warning. Maine Media must timely alert the campus community to Clery Crimes. Even if all of the facts surrounding the criminal incident(s) are not yet available a warning will be issued as soon as pertinent information is available, to enable individuals to take precautions to protect themselves and to prevent similar crimes from occurring.

Responsibilities

The Business Manager collects and compiles statistics of Reported Crimes from COT and local law enforcement for Maine Media's Annual Security Report to the Department of Education. Campus Safety ensures that the Annual Security Report(s) are linked to Maine Media's website in order to provide access to current and prospective employees and students. Hard copies are retained in the Business Office.

The Business Manager coordinates with Maine Media's departments, offices and individuals to inform Maine Media's personnel of their Clery obligations, and the College's procedures for collecting information about Reported Crimes.

The Director of Student Services issues Timely Warnings and Emergency Notifications to the campus community.

The Title IX Coordinator and other specified individuals assist in the development of procedures for Maine Media's community to follow when a VAWA related offense occurs or is alleged. The Title IX Coordinator with assistance from the Director of Student Services works to notify Maine Media's community of on and off campus counseling, health and other services that are available to victims of VAWA related offenses.

The Director of Student Services directly supports and advises appropriate Maine Media officials in developing procedures to disclose Missing Student Notification procedures pertaining to Maine Media students residing in on-campus student housing facilities.

The Director of Student Services and Title IX Coordinator ensure that required supporting records used in compiling the Annual Security Report are maintained for three years from the latest publication of the report to which they apply. Records to be kept include referrals for disciplinary action.

Campus Oversight Team (COT)

Maine Media's COT must record information about Reported Crimes and submit the information to the Business Office in accordance with Maine Media's procedure for inclusion in the annual security report. Maine Media encourages all students, employees, volunteers and guests to report promptly any and all crimes to the local law enforcement as soon as possible.

COT are required to notify the Business Office (e.g. e-mail, memo, letter, etc.) of all reports of Clery Crimes. Notice should be made orally where circumstances demand but shall be followed with written notice.

PROCEDURES

COT Identification. Because personnel and job positions change, someone who is a COT member one year may not be a COT member the following year. To determine which individuals are COT members, the function served by that individual must be considered. To ensure that Maine Media maintains a current list of COT members, the Business Office conducts an annual review of the list and functions of those individuals notated as COT members.

COT Reporting. COT members shall make reports to the Business Office of all reported crimes. COT members who are unsure whether an incident is a Clery crime should report it. COT members are not responsible for determining conclusively whether or not a crime took place.

Gathering and Compiling Statistics of Clery Crimes. The Business Office will collect and compile statistics regarding Clery Crimes. The Business Office will coordinate with the local law enforcement agencies to collect statistics.

Annual Security Report (ASR)

The ASR will be published and distributed by October 1st of each year. The ASR must be distributed to all currently enrolled students and all employees in one of two ways: 1) Directly by publications and mailings via the US Postal Service; campus mail, email, or a combination of these methods; or 2) Posting the ASR on a website that is reasonably accessible to enrolled students and to current employees. This method may be used only if individual notices about the ASR are distributed to each student and employee by October 1. The notice should include: a statement of the report's availability; a list and brief description of the information contained in the report; the exact address (URL) of the website at which the report is posted (a direct link to the annual security report must be provided); and a statement that the school will provide a paper copy of the annual security report without fee upon request, written or otherwise.

The ASR must also be provided to prospective students and prospective employees upon request. If the ASR is provided to prospective students and prospective employees by posting the report on website, the notice provided to each individual must include: the exact URL where the report is posted; a brief description of the report; and a statement that the institution will provide a paper copy of the report upon request.

Records Retention

The supporting records used in compiling the report shall be retained for three years from the latest publication of the report to which they apply. Records to be kept include, but are not limited to, copies of crime reports; crime logs;

records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery compliance; correspondence with the U.S. Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the annual security report. All documentation should be dated.

Submitting Crime Statistics to the U.S. Department of Education (DOE)

Maine Media is not required to send the ASR to the DOE; however, Maine Media is required to submit the crime statistics from the ASR. During late summer, DOE conducts the annual Campus Safety and Security Survey. This Web-based survey is used to collect the statistical data from the ASR. The data is then posted on the DOE public website for use by higher education consumers. The site is located at <http://www.opo.ed.gov/security>. Each year a few weeks prior to the collection, DOE sends a letter and a registration certificate to the President of Maine Media Workshops + College. The certificate contains information necessary to access the survey and enter data. The letter and registration certificate will be routed to the Business Office for appropriate handling. The Business Manager, or designee, enters the data on the DOE site. The Business Manager reviews the entries and locks the submissions on the DOE website.

220.020 – FIRE

Date Revised: May 2017

POLICY

When the Fire Alarm sounds, act immediately to ensure your safety. The Fire Alarm System is designed and engineered to provide you with an early warning to allow you to safely exit the building during an emergency situation.

- Never ignore or assume the alarm is false or the result of a test.
- Everyone must evacuate the building by way of the safest and closest exit and/or stairway.
- Never use an elevator to exit during fire alarm activation.
- Once outside the building, move away from the building.
- The front of the building is where the fire fighters and fire trucks will be operating. Do not obstruct their access to the building.
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. Do not remain in or near the hazard zone.
- Once outside, never re-enter the building until you are told to do so by the fire department or a member of the COT (Campus Oversight Team).

PROCEDURE

In case of fire

- Utilize the fire alarms located in all buildings and residences
- Evacuate the buildings
- Congregate in the following places:
 - New Imaging Center (NIC)
 - Homestead Staff parking area
 - Haas Building
 - Student parking area
 - Photo Labs, Film office, Film Sound Stage
 - Student parking area
 - Marshall House
 - Marshall House parking area
 - Campus Residence
 - Campus Residence parking area
 - Windjammer Residence
 - Windjammer Front parking area

220.030 – SAFETY

Date Revised: May 2019

POLICY

Maine Media Workshops + College strives to maintain safe working conditions to reduce accidents and to foster the general well-being and health of its staff, students & community. To accomplish this, individuals should bring any unsafe working conditions or suggestions for improvement to the attention of the employees' immediate supervisor, President or the Operations Manager. Individual may also submit an Incident Report on Maine Media's website www.mainemedia.edu/incidentreport. Everyone is expected to perform tasks with care and consideration of physical safety.

PROCEDURE

- **LIFTING:** Ask for assistance when lifting heavy objects. There is information about safe lifting techniques available in the business office.
- **SAFETY GOGGLES, DUST MASKS, AND GLOVES:** always wear this protective gear when needed. If these are not available, you may request from the Operations Manager.
 - *Staff must always wear closed toed shoes and eye protection when mowing lawns.*
- **EYEWASH STATIONS** are located in both darkroom labs (Haas & NIC).
- **CLOSED TOED SHOES** must be worn in the housekeeping, kitchen, and maintenance & on all film sets.
- **FIRST AID KITS** are located at following areas:
 - Film Office
 - Tech Department
 - NIC and Haas Labs
 - Administration Office
 - Digital Labs
 - Kitchen
 - Studio
 - Campus Residence in the housekeeping office or the Managers apartment.
 - Each vehicle owned and operated by Maine Media will also include a First Aid Kit.
 - All campus housing owned and operated by Maine Media will also include a First Aid kit.

Instant ice packs are available for burns and bruises in the Kitchen and the Tech Department.

In an emergency, do not hesitate to seek medical attention immediately. Phones on campus list emergency numbers. Also refer to **220.010 – EMERGENCY INFORMATION (CAMPUS OVERSITE TEAM)**. See our policy on Workers Compensation, **180.170**.

220.040 – MANDATORY REPORTING

Date Revised: May 2019

INTRODUCTION

IF YOU SEE SOMETHING, SAY SOMETHING!

Maine Media Workshops + College is committed to fostering an environment where every member of our community feels safe and respected. By the same token, all staff and faculty of our community play an essential role in our ability to uphold this commitment.

Maine Media is dedicated to responding when it learns of incidents that might undermine these values. This Mandatory Reporting Policy provides a safe haven for persons to report incidents and receive support. At the same time, it also provides opportunities for Maine Media to improve our campus environment.

Failure to report has consequences on the entire community. We all share responsibility to help create the environment we strive to achieve. Each one of us needs to live up to these values and work to support our collective and individual successes.

Online report can be found at www.mainemedia.edu/incidentreport

POLICY

This policy is intended to outline Maine Media’s policy regarding mandated reporting of incidents, concerning injury, damage, behaviors, discrimination, harassment and crimes by employees, faculty, students or other members of Maine Media’s community. It explains briefly the meaning and purpose of mandatory reporters, outlines the legal context, and articulates a straightforward set of guidelines for all employees and faculty to follow.

Maine Media Workshops + College policy defines all employees and faculty as mandatory reporters.

REPORTABLE INCIDENTS AND/OR BEHAVIOR:

Injury to Person (Employee, Student, Faculty or other)
Equipment or Property Damage
Vehicle Accident
Alcohol or Drug Incident
Harassment/Bullying
Suspicious Person/Activity
Disruptive Behavior
Individual at risk – causing harm to self or others
Firearms or weapons on campus or on person
Missing Student Notification (longer than 24hrs)
Fire
Arrest (see #5 of the attached sheet)
Other

Mandatory Reporters: What and Why?

There are three federal laws that establish responsibilities for employees of colleges to report certain types of crimes and incidents, especially sexual misconduct--the Clery Act, Title VII and Title IX. Each of these areas of federal law has a different purpose, but generally the laws are intended to protect members of the campus community, visitors and guests from criminal and discriminatory behavior. The responsibilities established by these laws give rise to the term “mandatory reporter.” Reporting of concerning and disruptive behaviors is not legally mandated, but is a policy mandate to assist Maine Media Workshops + College in early identification and detection of at-risk situations. Additionally, state law imposes mandates with respect to the reporting of child abuse and sexual abuse as follows...

The Legal Context

The Clery Act creates a duty for institutions to report crimes in 15 different categories and has the broadest scope. It is Maine Media that has the duty to report these crimes and failure to do so can result in substantial fines being imposed on the institution by the Department of Education.

Title VII focuses on sexual harassment in the workplace and failure to take appropriate action can lead to financial liability for the College. In this case, the law creates a duty to report for employees who supervise other employees, including students being paid by the College.

Title IX focuses on the adverse consequences faced by victims of gender discrimination and sexual harassment and creates obligations for the College to investigate and to provide a “prompt and effective remedy.” If the victim is a student, Title IX means among other things that the College must provide a safe environment that does not interfere with the victim’s right to pursue an education. The College incurs this obligation when a victim has given notice to a “responsible employee or faculty,” or when the College, in the exercise of reasonable care, should have known, about the assault or harassment.

PROCEDURE

Maine Media Workshops + College asks that all incident and/or behaviors be reported in a timely manner, by way of the online incident form found at www.mainemedia.edu/incidentreport. This form is monitored by the Business/HR Manager. This Business/HR Manager may coordinate with Director(s) and/or the President in determining best actions for resolution.

If you learn about sexual harassment, discrimination or sexual assault, you are expected to promptly complete the incident report or contact the campus Title IX Coordinator, Jane Richardson at titleix@mainemedia.edu, 207.236.8581 x308 or a message may be left on the Title IX hotline 802.962.1465. She will take responsibility for prompt notification of appropriate Maine Media officials.

When reporting sexual harassment or discrimination or sexual assault, an employee or faculty member may initially be able to omit personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, location, etc.). The Title IX Coordinator will guide you with regard to how much detail is needed in an initial report. Subsequent to an initial report, campus officials may need additional information in order to fulfill Maine Media’s obligations under Title IX. In taking these subsequent actions, Maine Media will always be guided by the goals of empowering the victim and allowing the victim to retain as much control over the process as possible, but no employee or faculty member can or should promise confidentiality.

The Clery Act requires reporting of 15 serious crimes, including sexual assault. Sexual harassment and discrimination are not covered by the Clery Act, but reporting of such incidents is required under Title IX. Employees and faculty are expected to report crimes covered by the Clery Act without delay. Employees and faculty may choose -- but are not required -- to provide personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, specific location, etc.) unless a clear threat to health or safety is present.

The Clery Act does not establish an obligation for Maine Media to conduct an investigation of the reported crime, only to report the crime as a statistic following Clery Act guidelines. In some cases, Maine Media may also be required to release a timely warning to the community about a threat to the community. In such cases, an initial investigation or determination of the nature of the threat may be conducted, after which a warning will be issued immediately.

Refer to These policies for reinforcement, investigative procedure and resolution:

150.030 – DISCIPLINE POLICY

120.035 – SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY

**Mandatory Reporting Under the Clery Act, Title VII and Title IX Only:
Guidelines for Employees of Maine Media Workshops + College**

1. Maine Media Workshops + College has defined **all** employees and faculty as mandatory reporters.
2. When an employee or faculty becomes aware of an alleged act of sexual harassment, discrimination or assault, the employee or faculty member must **promptly complete the incident report** or contact the Title IX Coordinator. Alternatively, the employee may call the Title IX hotline at 802.962.1465.
3. The Title IX Coordinator will promptly inform the President about the report.
4. When an employee or faculty member thinks that a student may be about to report an act of sexual harassment, discrimination or assault, the employee should, if at all possible, tell the student that Maine Media will maintain the privacy of the information, but the employee or faculty cannot maintain complete confidentiality and, is required to report the act and may be required to reveal the names of the parties involved. If the student wishes to proceed, the employee or faculty should inform the student of the implications of sharing the names of the parties involved, which puts Maine Media on notice.
 - a. The student can be referred to the Sexual Assault Response Team/hotline at any time of the day or week and weekends. 802.962.1465
5. Under the Clery Act, Maine Media employees and faculty are mandatory reporters for a broader array of serious crimes, including the following:
 - a. Murder & Non-Negligent Manslaughter--The willful killing of one human being by another.
 - b. Negligent Manslaughter--The killing of another person through gross negligence.
 - c. Robbery--The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
 - d. Aggravated Assault--An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
 - e. Burglary--The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
 - f. Motor Vehicle Theft--The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
 - g. Arson--Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
 - h. Arrests for Weapon Law Violations--The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
 - i. Arrests for Drug Abuse Violations--**V**iolations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine,

heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

- j. Arrests for Liquor Law Violations--The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness & driving under the influence are not included in this definition.)
- k. Disciplinary Referrals for Weapon Law Violations
- l. Disciplinary Referrals for Drug Abuse Violations
- m. Disciplinary Referrals for Liquor Law Violations
- n. Hate Crimes
- o. Sex Offenses
 - i. Forcible--Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 - ii. Sex Offenses-Nonforcible--Unlawful, nonforcible sexual intercourse.
 - 1. Incest. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - 2. Statutory Rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Mandatory Reporting Under the Clery Act, Title VII and Title IX Only:
Guidelines for Employees of Maine Media Workshops + College**

- 6. Maine Media Workshops + College has defined **all** employees and faculty as mandatory reporters.
- 7. When an employee or faculty becomes aware of an alleged act of sexual harassment, discrimination or assault, the employee or faculty member must **promptly complete the incident report** or contact the Title IX Coordinator. Alternatively, the employee may call the Title IX hotline at 802.962.1465.
- 8. The Title IX Coordinator will promptly inform the President about the report.
- 9. When an employee or faculty member thinks that a student may be about to report an act of sexual harassment, discrimination or assault, the employee should, if at all possible, tell the student that Maine Media will maintain the privacy of the information, but the employee or faculty cannot maintain complete confidentiality and, is required to report the act and may be required to reveal the names of the parties involved. If the student wishes to proceed, the employee or faculty should inform the student of the implications of sharing the names of the parties involved, which puts Maine Media on notice.
 - a. The student can be referred to the Sexual Assault Response Team/hotline at any time of the day or week and weekends. 802.962.1465
- 10. Under the Clery Act, Maine Media employees and faculty are mandatory reporters for a broader array of serious crimes, including the following:
 - a. Murder & Non-Negligent Manslaughter--The willful killing of one human being by another.
 - b. Negligent Manslaughter--The killing of another person through gross negligence.
 - c. Robbery--The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
 - d. Aggravated Assault--An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is

not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

- e. Burglary--The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- f. Motor Vehicle Theft--The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
- g. Arson--Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- h. Arrests for Weapon Law Violations--The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- i. Arrests for Drug Abuse Violations--Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- j. Arrests for Liquor Law Violations--The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness & driving under the influence are not included in this definition.)
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 - ii. Sex Offenses-Nonforcible--Unlawful, nonforcible sexual intercourse.
 - 1. Incest. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - 2. Statutory Rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent.

220.050 – CAMPUS WALKWAYS

Date Revised: May 2017

POLICY

Unsafe conditions occur on campus walkways when wheeled vehicles are operated near pedestrians. This policy establishes regulations for safe operation of vehicles on walkways. Walkways for pedestrians are the principal means of travel between buildings and activities on campus. People should be able to walk on the campus without being threatened by wheeled vehicles. Where possible and practical, Maine Media will provide a safe environment for persons walking the campus and will minimize hazardous conditions.

PROCEDURE

Walkways are to be kept clear of any apparatus or equipment used to transport personnel and/or goods to include, but not limited to cars, trucks, skateboards, in-line skates, bicycles, unicycles, ATVs, and golf carts, or other items or activities that prevent pedestrian use. Keep Frisbees and other throwing games in appropriate places away from walkways, campus buildings and vehicles.

220.060 – INCLEMENT WEATHER & CANCELLATIONS

Date Revised: May 2017

POLICY

The organization provides a professional work environment for its employees, and we expect all employees to exercise reasonable judgment regarding work, family, and personal obligations.

Use caution in hazardous conditions. Snow removal crews work to keep the campus clear. Please cooperate with all parking bans or other weather-related campus restrictions. As snow and ice melt, be aware of snow sliding off rooftops and icicles forming and dropping from overhead, both on and off-campus.

PROCEDURE

Should the school be closed due to inclement weather, a work cancellation notice will be sent via a text message to all employees' that have submitted their phone number and carrier to the business office. Business office may be contacted at anytime to ensure your contact information is up to date.

Employees will be paid for all or part of a day depending on the cancellation notification. If inclement conditions make it difficult for you to drive to or from work, but are not cause for office closure, you may miss a period of work. Non-exempt employees may choose to make up the hours during the same pay period, use allotted personal or vacation time or not make up the time and forfeit pay for those hours. When the weather is questionable, we encourage you to use your own judgment in deciding when to arrive or leave from work.

220.070 – VIDEO DISPLAY TERMINAL OPERATORS

Date Revised: April 2008

POLICY

The organization will provide employees who are regular users of video display terminals education and training in the safe and proper use of a terminal and comfortable working conditions. Any employee, whose assigned duties require the employee to work at a terminal for four or more consecutive hours on any day, will be considered a *terminal operator* and subject to the provisions of this policy.

PROCEDURE

In order to inform all terminal operators on the proper and safe use of a terminal, upon request, the organization will supply appropriate equipment, and will provide training and education which will include:

An explanation or description of the proper use of terminals and the protective measures that the operator may take to avoid or minimize symptoms or conditions that may result from extended or improper use of terminals.

Instruction related to the importance of maintaining proper posture during terminal operation and a description of methods to achieve and maintain this posture, including the use of any adjustable work station equipment used by the operator.

A written explanation of the rights and duties accorded to a terminal operator under State and Federal laws as well as the conspicuous posting of the latest laws in the work place.

220.080 – WEAPONS & FIREARMS

Date Revised: May 2017

POLICY

Possessing firearms, explosives or weapons (hereafter referred to as “weapons”) on the premises of the organization, regardless of whether a federal or state license to possess the same has been issued to the possessor are strictly prohibited. Possession of weapons presents the possibility of a danger to Maine Media’s community. The possession of weapons is proper cause for disciplinary action up to and including termination of employment.

PROCEDURE

You may not carry weapons while working, keep them at your workstation, or have weapons in your personal vehicle during working hours or if you are using your vehicle for organization business.

220.090 – COMMUNICABLE DISEASE POLICY

Date Revised: May 2017

POLICY

Maine Media Workshops + College recognizes the inherent risks to the Maine Media community associated with communicable diseases. In an effort to promote appropriate health standards and safety, the Maine Media community is expected to comply with Maine Media’s established rules, processes and procedures regarding notifiable communicable diseases to reduce risk of contracting or transmitting communicable diseases.

SCOPE

This Communicable Disease Policy (Policy) applies to the entire Maine Media community, which is defined as including but not limited to all students, faculty, employees, and any other person(s), groups, or organizations affiliated with Maine Media Workshops + College.

DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- The term “communicable diseases” refers to diseases, which are capable of being transmitted to other individuals in various ways.
- The term “epidemic” refers to when an infectious disease spreads rapidly to many people (e.g. SARS).
- The term “pandemic” refers to a global disease outbreak (e.g. HIV/AIDS).

ADMINISTRATIVE RULES

Notifiable Disease Public health officials at state health departments and the Centers for Disease Control and Prevention (CDC) collaborate in determining which diseases should be nationally notifiable. A disease may be added to the list as a new pathogen emerges or may be deleted as its incidence decreases. It is the responsibility of the Maine Media community to review this list and inquire about the currency and possible changes to this list which may be accessed online at: <https://wwwn.cdc.gov/nndss/conditions/search/>

PROCEDURE

Reporting Notifiable Communicable Diseases

Employees, students and Maine Media community members who are infected with a notifiable communicable disease are to report such information to the appropriate designated Maine Media COT member so Maine Media may respond promptly and appropriately. Failure by employees or students infected with a notifiable communicable disease to report may result in disciplinary action up to and including dismissal.

Students, faculty, employees, and any other person(s) or any other representatives of Maine Media who are directly advised of, or become aware of someone (e.g. employee, student, etc.) who is infected with a notifiable communicable disease are to immediately advise (without exception) one of the COT member named below.

DESIGNATED INDIVIDUALS

Campus Oversight Team (COT):

President, Meg Weston	207-236-8581 x 350	cell: 207-650-8937
VP Academic Affairs, Elizabeth Greenberg	207-236-8581 x 353	cell: 207-542-2238
Dir, Student Services, Kerry Curren	207-236-8581 x 303	cell: 207-236-2705
Dir, Finance and Admin, Cathi Finnemore	207-236-8581 x 360	cell: 207-542-5327

With the exception of blood borne pathogens such as Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), Human immunodeficiency virus (HIV) infection and Positive HIV antibody status, sexually transmitted diseases need not be reported to Maine Media. Medical information relating to the communicable diseases of an employee or student will be disclosed to other responsible Maine Media officials only on a limited need-to-know basis.

Seeking Care for a Communicable Disease

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Communication within Maine Media should Maine Media become

aware of a published concern by national, state or local officials regarding a communicable disease, which has reached a pandemic stage, Maine Media shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources. In turn, Maine Media will formally communicate such findings with the Maine Media community as well as, information about the disease and prevention. The President, Vice President of Academic Affairs, Director of Finance & Admin and/or Director of Student Services is charged with formulating, ensuring accuracy of information and appropriate approvals, and distributing email/text messages to constituencies of the entire Maine Media community. No individual or department other than the President, Vice President of Academic Affairs, Director of Finance & Admin and/or Director of Student Services is to create or distribute messages for these audiences. When the need arises for an immediate communication to any of these groups, it must be coordinated through the specified individuals mentioned above.

Persons who know or who have reason to believe that they are infected with a notifiable communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Students and employees who have notifiable communicable diseases, whether symptomatic or not, will be allowed regular classroom and work attendance in an unrestrictive manner as long as they are physically able to attend classes, Maine Media activities and /or work; are able to perform their essential job functions or educational requirements and medical evidence indicates they do not pose a medically proven threat to themselves or others or a threat for transmission of the disease or condition.

Any individual who knowingly or willingly transmits a notifiable communicable disease may be subject to Maine Media's disciplinary procedures. Criminal penalties may also apply.

Reporting Illness to Local/State Authorities

A designated Maine Media official or their designee shall report to the local health authority a suspected case of a reportable disease as defined by state law and/or relevant County Board of Health.

Closings

Should a communicable disease reach a pandemic level within the service area, after consulting with local health officials, Maine Media may be closed temporarily if designated Maine Media officials feel it is in the best interest of the community.

Restrictions

Maine Media reserves the right to exclude a person with a communicable disease from Maine Media facilities, programs, and functions if Maine Media makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of other members of the community.

Privacy

Maine Media shall comply with all pertinent statutes and regulations which protect the privacy of persons in the community who have a communicable disease. Maine Media's decisions involving persons who have communicable diseases shall be made on a case-by-case basis, based on current and well-informed medical judgments concerning the disease; the risks of transmitting the illness to others; the symptoms and special circumstances of each individual who has a communicable disease; federal and state disease control laws; state public health recommendations; and a careful weighing of the identified risks. Maine Media will obtain appropriate medical direction, when necessary, to ensure that an individual's condition does not pose a significant risk of substantial harm to themselves or to others.

Standard of Conduct toward Individuals with a Communicable Disease

Employees who have unwarranted fears of exposure will not be allowed to refuse to work with individuals affected by communicable disease. In addition, it is unacceptable for employees to spread rumors regarding situations involving communicable disease where such rumors may affect the privacy, dignity and well-being of others. Behavior of this nature will not be tolerated at Maine Media and will lead to appropriate discipline up to and including dismissal.

Preventative Measures

Employees and students are required to use proper hand and equipment sanitizing techniques and practice good hygiene at all times. Additionally, all employees and students are to complete any specified safety training to learn, practice and successfully perform all skills and tasks that will assist them in limiting exposure.

230.001 – PRIVACY POLICY

Date Revised: May 2017

POLICY

Maine Media Workshops+College take your privacy seriously. The following policy outlines our commitment to your privacy and the protection of your information.

PROCEDURE

MMW+C collects personal information during the registration process for a workshop, or when requesting catalogs, which may include your name, mailing address, phone and fax numbers, e-mail address, gender, age, occupation, health information, and your background. This information is kept confidential and is only available to MMW+C employees who manage this information for purposes of your attendance in a workshop or providing you the materials requested.

From time to time we may share our list of names and addresses with our educational partners who wish to inform you of special offers about photographic or film and video products. We will share only your name and mailing address. No other information including your phone, fax number, or e-mail address will be shared. We will never sell your information to a third party. To be removed, simply contact us at registrar@mainemedia.edu.

ADROLL COOKIE & PRIVACY POLICY

As you browse mainemedia.edu, advertising cookies will be placed on your computer so that we can understand what you are interested in. Our display advertising partner, AdRoll, then enables us to present you with retargeting advertising on other sites based on your previous interaction with herecomestrobo.com and trobokickstarter.com. The techniques our partners employ do not collect personal information such as your name, email address, postal address, or telephone number. You can visit this page to opt out of AdRoll's and their partners' targeted advertising.

What are cookies: A cookie is a small text file which is transferred onto your computer, Smartphone or tablet via your web browser. Cookies may be temporary (or "session") cookies, which are only in use while you visit a website and are deleted when you close your browser, or permanent cookies, which stay on your device's permanent storage after you leave a website until you delete them manually or your browser deletes them after a period of time.

Distilled cookies: Distilled use both session and permanent cookies to enable us to improve your use of our website when you visit, such as enabling you to comment on our blog. A full list of the cookies used on our website can be found below:

Service: Adroll

Cookie name: __ar_v4

Personal information collected: none. AdRoll uses anonymous cookies to send you retargeted advertisements if you have visited mainemedia.edu

How we use the cookies: We don't. AdRoll does.

How our third party uses the cookies: AdRoll uses anonymous cookies to send you retargeted advertisements, if you have visited mainemedia.edu

Description: We use AdRoll to provide interest-based advertisements to show our ads on other websites. The technology to do this is made possible by cookies and as such we may place a so called "remarketing cookie" during your visit. The whole process is entirely anonymous.

How users can modify or delete your personal information & opt-out of future communications: Most web browser settings are set for you to accept both our own cookies and third-party cookies. However, you are able to adjust those settings to manage which cookies you accept or reject. You may also use these settings to manually

delete all cookies currently stored on your computer at any point. Doing so however will likely limit the functionality of ours and a large proportion of the world's websites as cookies are a standard part of most modern websites. We recommend that, for the highest functionality of our website, you accept both our own cookies and third party cookies, however if you wish to reject our own cookies you can configure your browser to do so. Privacy policy & opt out options: <http://www.adroll.com/about/privacy>

If you have further questions concerning our safeguards for your privacy, please contact us at (877) 577-7700 or registrar@mainemedia.edu

230.010 – DRUG-FREE WORKPLACE POLICY

Date Revised: January 2019

Purpose and Goal

Maine Media Workshops + College is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that drug use poses a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a drug-free environment. Maine Media encourages anyone with a drug addiction problem to voluntarily seek help for drug addiction.

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to CEO, executive management, managers, supervisors, full-time employees, part-time employees and interns.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing the organization whether on or off campus while engaged in workshop activities. Therefore, this policy applies during all hours, while on campus property, at Maine Media events and class locations.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants.

Medical or Recreational Marijuana Use

Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana or recreational on-campus illegal, even in states with medical marijuana laws. Thus, Maine Media Workshops + College does not permit medical or recreational use of marijuana anywhere on campus.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of desks, work stations, vehicles & equipment.

Consequences

One of the goals of our drug-free workplace policy is to encourage employees to voluntarily seek help with drug abuse. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she may have their employment terminated or will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation that fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

Maine Media Workshops + College recognizes that drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy, encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug abuses and identify appropriate sources of help.

Treatment for drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Local and National assistance information:

Maine –

Sweetser directory of services.

<https://www.sweetser.org/all-programs-services.php>

General directory number : 1-800-434-3000

Crisis line: 207-568-1112.

Veteran's number: 1-800-434-3000

Eating Disorder Recovery number: 1-207-294-4522

Maine Health and Human Services Hotline Directory:

<https://www.maine.gov/dhhs/hotlines.htm>

National –

Substance Abuse and Mental Health Services Administration (SAMHSA) (US govt)

1-800-662-HELP (4357)

<https://www.samhsa.gov/find-help/national-helpline>

Treatment locator: <https://findtreatment.samhsa.gov/>

Confidentiality

All information received by the organization through the drug-free workplace policy is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Observe employee performance.
- Investigate reports of dangerous practices.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace policy, all employees will receive a written copy of the policy.

230.010 – ALCOHOL POLICY

Date Revised: January 2019

Purpose and Goal

Maine Media Workshops + College is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse is a significant threat to our goals. We have established an alcohol policy that balances our respect for individuals with the need to maintain an alcohol abuse free environment. Maine Media encourages employees to voluntarily seek help with an alcohol problem.

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is required to abide by the alcohol policy. Our policy includes, but is not limited to CEO, executive management, managers, supervisors, full-time employees, faculty, part-time employees and interns and third party contractors.

Applicability

Our alcohol policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby, while on organization property and at organization-sponsored events.

Alcoholic Beverages

The sale, possession, and use of alcohol at Maine Media Workshops + College must comply with the laws of the State of Maine.

Prohibited

- The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age.
- Alcoholic beverages are not to be consumed during working hours whether on or off Maine Media premises.
- Employees over 21 years of age possessing and consuming alcohol in a prohibited area of campus is proper cause for disciplinary action and may result in dismissal.
- Youth Program staff may not possess or consume alcohol at any time while employed with Maine Media Workshops + College.
- NO alcohol may be consumed or purchased from outside of Maine Media, and any alcohol obtained from the Maine Media licensed bar may not be consumed in these non-licensed areas:
 - Young Artists dining tent - across from Haas building
 - NIC, Haas, Film Building & Shepherd
 - All classrooms balconies, stairs, hallways & offices
 - Homestead
 - Smoking Area, Parking lots, Driveways & Lawns

Permitted

- Alcohol may be consumed at Maine Media only by persons 21 years of age or older, in appropriately licensed areas and distributed by authorized personnel (**2 drink limit**). Individuals must present a valid form of identification each time an alcoholic beverage is served.
- Alcohol provided by Maine Media's bar may be consumed in these licensed areas **ONLY**
 - Dining Pavilion
 - Pathway from the dining pavilion to the soundstage
 - Soundstage
- Residential areas on our campus do not fall under our existing liquor license. This means that alcohol purchased from outside of Maine Media is permitted and may be consumed by adults 21 or over. No alcohol may be served to anyone under the age of 21. These areas are permitted for responsible alcohol consumption::
 - Campus Residence
 - Kate's Cottage
 - Ranch House

When employees are not working they are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the Maine Media community.

Searches

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the alcohol policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of desks, work stations, vehicles & equipment.

Consequences

One of the goals of our alcohol policy is to encourage employees to voluntarily seek help with alcohol abuse. If, however, an individual violates the policy, the consequences are serious.

If an employee violates the policy, he or she may have their employment terminated or will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation that fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

Maine Media Workshops + College recognizes that alcohol abuse is a treatable illness. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our alcohol policy:

- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of alcohol problem and identify appropriate sources of help.

Treatment for alcoholism may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Local and National assistance information:

Maine –

Sweetser directory of services.

<https://www.sweetser.org/all-programs-services.php>

General directory number : 1-800-434-3000

Crisis line: 207-568-1112.

Veteran's number: 1-800-434-3000

Eating Disorder Recovery number: 1-207-294-4522

Maine Health and Human Services Hotline Directory:

<https://www.maine.gov/dhhs/hotlines.htm>

National –

Substance Abuse and Mental Health Services Administration (SAMHSA) (US govt)

1-800-662-HELP (4357)

<https://www.samhsa.gov/find-help/national-helpline>

Treatment locator: <https://findtreatment.samhsa.gov/>

Confidentiality

All information received by the organization through the alcohol policy is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to use of alcohol.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Report incidents of abuse or underage drinking.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Observe employee performance.
- Investigate reports of dangerous practices.
- Clearly state consequences of policy violations.

Communication

Communicating our alcohol policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our alcohol policy, all employees will receive a written copy of the policy.

230.020 – SMOKE FREE CAMPUS

Date Revised: January 2019

POLICY

Maine Media Workshops + College recognizes that smoking any substance presents a public health hazard. Maine Media Workshops + College is dedicated to providing a healthy, comfortable and educationally productive learning environment for staff, students, faculty and visitors. As such, it is the policy of Maine Media Workshops + College that smoking is not allowed in either indoor or outdoor areas of the campus.

Maine Media Workshops + College recognizes that quitting smoking can be a significant personal challenge. Subject to the availability of resources, Maine Media Workshops + College will provide to staff a variety of cessation aids, including cessation classes and nicotine replacement products. Maine Media Workshops + College has a designate outdoor smoking area away from public activity in the field by the student parking lot.

The campus is a smoke-free campus, including the prohibition of smoking in all indoor and outdoor areas except for the designated outdoor smoking area away from public activity. Maine State law prohibits persons less than 21 years of age from smoking.

The use of smoking products of any sort is prohibited on all Workshops-owned, leased and operated campus grounds both indoors and outdoors. This smoking ban does not apply to public rights-of-way (sidewalks, streets) at the perimeter of the campus.

"Smoking," as used in this policy, means smoking any substance, including but not limited to, tobacco, cloves, or marijuana. "Smoking Products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, etc.). Workshops-owned and operated campus grounds include, but are not limited to: all outdoor common and educational areas; all Workshops buildings; Workshops-owned, leased and on-campus housing; campus sidewalks; campus parking lots; recreational areas; and Workshops-owned and leased vehicles (regardless of location). Littering campus with remains of smoking products is prohibited.

This policy applies to all staff, students, faculty and visitors.

PROCEDURE

Compliance

All Maine Media Workshops + College staff, students, faculty and visitors must comply with this policy. Individuals observed smoking on the campus will be informed and asked to stop.

Organizers of events, such as conferences, meetings, public lectures, social events and cultural events using campus facilities must advise participants in such events of this policy and require compliance.

Violators may be provided education, offered a referral for smoking cessation and, if an employee of Maine Media Workshops + College, may be subject to disciplinary action as indicated below.

Persons engaging in smoking and/or the use of Smoking Products in violation of this policy may be subject to the following:

- Employees will be referred to their supervisor and/or appointing authority for appropriate action.
- Contractors will be referred to their respective employers for appropriate action.
- Students, faculty or visitors will be required to leave the campus if they fail to conform to the policy when advised.

No person who makes a complaint of a violation of this policy or who furnishes information concerning a violation of this policy shall be retaliated against in any manner.

230.030 – BULLETIN BOARDS

Date Revised: May 2017

POLICY

The organization maintains a bulletin board to post information of interest and importance to employees as well as those notices required by law. Bulletin Boards are located in the mailroom of the Haas building, Homestead at the time clock and in the housekeeping department at the time clock.

PROCEDURE

Employees are encouraged to read the information on the bulletin board regularly. No information may be removed or posted, except by a person authorized by the business office.

230.040 – PET POLICY

Date Revised: May 2017

POLICY

Maine Media Workshops + College does not deter individuals from bringing their pets to campus provided that the pet is not to be a nuisance, does not pose any health or safety issues, does not risk harming sensitive equipment, and that individuals in the vicinity of the pet are comfortable with it.

SERVICE ANIMAL – An employee who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability") will be permitted to have the service animal accompany the employee to any location at Maine Media, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon Maine Media.

PROCEDURE

- **No pets are allowed in campus housing, dining facilities or classrooms.**
- Pet owners are responsible for caring for and cleaning-up after their pets.
- Pets must be under control at all times while outside sharing the same area as other individuals and are accepting of the pet.
- Pets must also have had all the proper rabies vaccinations and any other vaccinations a veterinarian may recommend for the specific pet.

Owner of pet takes sole responsibility for any harm or damages, physical and financial that the pet may cause.

230.050 – NOISE ORDINANCE

Date Revised: May 2017

POLICY

Maine Media Workshops + College exists so that the community can fully participate in the learning process. Individuals and groups may not engage in excessive noise that obstructs academic classes, Maine Media business and offices, the neighboring community, and other campus activities.

Maine Media College exists in a residential neighborhood; as such care must be taken to be a respectable community member.

PROCEDURE

Excessive noise should be avoided especially during evening hours. Town ordinance states that no amplified sound be audible outside of a building after 10pm.

The following guidelines comprise Maine Media's noise ordinance:

1. Musical instruments, stereos, radios, televisions, and other electronic devices should be played at a level acceptable to individuals within the same room and that does not disturb community and non-Maine Media neighbors. Speakers may not be placed in windows or direct sound out of windows in a way that disturbs the peace of the community.
2. Other kinds of noise must be kept at levels that do not impinge on the rights of others.
3. Residents of Maine Media housing must maintain music and other noise at levels that do not disturb adjacent areas. Music should be inaudible from buildings after 10pm.
4. The President or Vice President of Academic Affairs must approve exceptions to the above.
5. Violators of this ordinance will be subject Maine Media Workshops + Colleges disciplinary action.

230.060 – COMMUNICATION WITH NEWS ORGANIZATIONS

Date Revised: May 2017

POLICY

The president and staff specifically appointed by the President are the only ones responsible for communications with news organizations and are the only individuals authorized to represent the organizations positions, policies and information about board, faculty, staff, students or campus events.

Individuals that may need to have a press release distributed, or may have an idea for a press release should direct them through the Marketing Department. The President will have the final approval of all press releases, or in individual circumstances, a staff member specifically approved by the President.

PROCEDURE

Violators of this policy will be subject Maine Media Workshops + Colleges disciplinary action.

230.070 – VEHICLES

Date Revised: May 2019

POLICY

The use of a company vehicle is only for currently employed individuals over the age of 20. Individuals under the age of 20 must have prior approval from the organizations insurance company in order to be included on the authorized driver list. **Students (including work study students), interns and faculty are not permitted to drive any company vehicle at any time.** This benefit is a privilege, not a right, and the use of a vehicle can be revoked at any time. We cannot list rules to cover every situation, and employees are expected to use good judgment with respect to the use of company vehicles.

PROCEDURE

We encourage you to drive safely. We require all personnel who drive for the company to:

- Complete a driver's safety evaluation by the Operations Manager or authorized employee
 - Authorized drivers are removed from the company's insurance policy at the end of every calendar year and must complete a driver's safety evaluation every year.
 - Authorized drivers must also show an original valid drivers' license to a designated employee every year.
 - All drivers under 25 years of age must complete an online vehicle safety video in the business office prior to driving vehicle.
- Abide by all traffic laws.
- Heed all traffic signs and signals.
- Practice defensive driving.
- Maintain good driving records.
- Have a valid US drivers' license.
- Have a photocopy of their current drivers' license on file in the business office.
- Comply with all driving/parking laws.
- Be 20 years of age.
- Sign in and out for each trip, recording your start and end time and mileage, using the driving log attached to a clip board which should be kept in the vehicle
- Visually inspect the vehicle prior to departure, record any damage/malfunction and report this information to their supervisor
- Keep food and beverages in the vehicle to a minimum.
- Be sure to clean out the vehicle – i.e. remove and dispose of trash, bring any left items to the registration offices lost and found – before turning in the vehicle
- Always return vehicle keys to the appropriate employee or registration office
- Van cell phones are to be used for company business only.
- **Texting is strictly prohibited while driving. Texting while driving is a punishable offense in the state of Maine and a fine may be imposed on the driver.**
- Workshops vehicles may not be used for personal errands.
- **NO MAINE MEDIA OWNED VEHICLES OR TRAILER(S) MAY BE USED FOR ANY OTHER PURPOSE THAN MAINE MEDIA BUSINESS.**
- **ALL MAINE MEDIA VEHICLES MUST BE SEASONALLY STORED AND/OR PARKED AT THE END OF EACH DAY, ON MAINE MEDIA PROPERTY ONLY.**

Your driving is a direct reflection on you and the company. The organization's insurance company may not allow you to drive a company vehicle while on company business if you have a poor driving record. Our insurance rates are highly affected by your driving record.

We do not differentiate between violations occurring during working and nonworking hours, or whether the violation occurred prior to your employment with the company. You are responsible for any fines or other penalties assessed against you. This also includes parking tickets.

It is the policy of Maine Media to check driving records. Receiving a Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) violation may lead to immediate dismissal. We expect all of our personnel to drive responsibly and to follow basic rules of defensive driving for the protection of you, students, other motorists, and the company.

Safe-Driving Practices

Drivers should not follow another vehicle so closely that they cannot stop safely within the clear distance ahead. Driving a company vehicle that is loaded with students and/or equipment is unlike driving a passenger car, and your driving should be adjusted to compensate for the additional size and weight. Make sure all loads are secured.

When backing up, always observe the following precautions:

- Check that no objects or individuals are behind the vehicle.
- Watch both sides of the vehicle, using mirrors or another passenger as help.
- Back up slowly.

Signal all lane changes and turns well in advance. Avoid sudden steering movements, which can cause a slide.

If you slide:

- Don't hit brakes suddenly.
- Don't over steer.
- Steer in the direction the vehicle is sliding.

Seat Belts

It is a State law and a company policy that seat belts must be worn at all times for every driver and passenger in the vehicle.

Security

Unattended company vehicles must be locked—side doors and overhead doors—at all times to prevent theft of company and/or personal property. In the event that the vehicle is vandalized during working hours, you will be reimbursed for the cost of your equipment provided that:

- The company vehicle was locked.
- The theft was reported immediately to your supervisor.
- And police are immediately called.

Personal Use

The purpose of Maine Media vehicles is to provide service to our existing students and personal use of company vehicles is strictly prohibited. **NO Maine Media owned vehicles or trailer(s) may be used for any other purpose than Maine Media business.**

Smoking

Smoking is not permitted in company vehicles.

Drive-Ins/Drive-Thrus

It is the policy of the company to prohibit drivers from using fast-food or bank drive-ins or drive-thrus. Please park the vehicle and go into the building.

Maintenance

It is company policy that you maintain our vehicle as if it were your own personal auto. The following guidelines are to be adhered to by employees who drive company owned vehicles:

- It is the responsibility of the driver to make sure that the vehicle is equipped with proof of insurance, current registration, and state inspection.
- Please keep clean the outside, inside, and back of your vehicle. All tools and other materials must be properly strapped down. Vehicles are inspected regularly for cleanliness.

Failure to adhere to any of the above policies can result in loss of driving privileges and/or other disciplinary action.

Gasoline Purchases

Gas cards are provided as a convenience to all drivers of company vehicles. Gas cards are checked out by the business office during regular office hours. Gasoline is to be purchased and used in company vehicles only. Anyone violating this policy will be subject to disciplinary action.

Gas receipts should be turned in as soon as possible with the gas card. Tag number, date, mileage, and any other information given to the attendant must be correct. If the attendant does not enter the information properly, you are responsible to see that it is corrected. Your name and class you used the vehicle for must also be clearly printed on the receipt.

The monthly statement from the gas company is audited by the business office. Discrepancies are verified and miles-per-gallon statistics are evaluated. Incorrect or lost gas receipts could delay processing of our payment. Your cooperation in this will be appreciated.

Reporting Accidents and Injuries

Since the personal health and safety of every employee and student is of the greatest importance to the organization, every attempt should be made to reduce the possibility of accident occurrence.

Police should be called immediately after any accident. The police report must be submitted to the business office upon completion. All accidents and injuries, no matter how minor, should be reported to the business office immediately. Incident report may be submitted on Maine Media website www.mainemedia.edu/incidentreport. This is for your protection in case medical attention is necessary or in the event of some future complication caused by the accident.

If first aid is necessary, the business office will instruct you to go to the Occupational Health Clinic that we belong to. If needed, transportation will be provided. The proper treatment will be obtained for all injuries that require professional medical care. Should the injury be more than just first aid treatment call for an ambulance immediately.

It is the policy of the company to require that all employees submit to a drug and alcohol test after an on-the-job accident or injury, particularly when a vehicle is involved. The tests will be paid for by the company and the results will be kept strictly confidential.

The company provides workers' compensation insurance on every employee. It protects you for loss of pay and time and for the cost of medical care for injuries sustained while working. There is a one (1) week waiting period before compensation begins.

If you are involved in an accident, we require that you:

- Obtain all information relating to the accident in a professional manner, including the names and addresses of any witnesses.
- Do not negotiate the settlement of any claim, promise payment for any injury or damage, or admit liability.

You must complete Maine Media's online incident report at www.mainemedia.edu/incidentreport or obtain a hard copy from the business office for all accidents and injuries with 24 hours. Completed incident reports provide necessary information to the business office to allow the processing of claims with our or other motorists' insurance companies. Any damage to our vehicle, no matter how slight, must be noted on the accident report.

230.080 – PARKING POLICY

Date Revised: May 2017

POLICY

The operation or parking of any motor vehicle on the property of Maine Media Workshops + College is a privilege granted by the organization. In order to maintain a safe and clear means for the movement and parking of vehicles, Maine Media has adopted and enforces regulations contained herein. Each owner/operator is responsible for being familiar with these regulations and will be held responsible for violations thereof. The regulations contained herein are subject to revision, addition, and/or amendment. Such revisions will be posted and/or published for the information of Maine Media community.

PROCEDURE

OBJECTIVES

The primary objectives of the parking regulations are to:

- Provide students, employees, and visitors with the opportunity to park a motor vehicle while at Maine Media. Consideration to students & visitor parking should be considered a priority.
- Enforce safety for pedestrians and vehicular traffic.
- Ensure that access for emergency vehicles and equipment is maintained at all times.

GENERAL INFORMATION

Maine Media assumes no responsibility for the care and/or protection of any vehicle or its contents at any time while it is parked or operated on the grounds of Maine Media.

DESIGNATED PARKING LOTS

Lower lot behind Haas Building – accessible by main entrance:

Student, Faculty, Staff, Handicapped & Visitors

Kitchen driveway:

Executive Chef, Maintenance, Deliveries & Handicapped **ONLY**

Staff Parking – Upper NIC lot:

Staff & Handicapped **ONLY**

Lower Campus Residence lot:

Student, Faculty, Staff, Handicapped & Visitors

Upper Campus Residence lot:

Student, Faculty, Staff, Handicapped & Visitors

Shepherd Building (on street & behind building):

Student, Faculty, Staff, Handicapped & Visitors

NOTE – there is a 2 hour parking limit on Central Street. Violators will receive a ticket issued by The Town of Rockport.

PARKING PERMISSION

- Each person who registers and operates a motor vehicle on Maine Media's property must have a valid driver's license and current vehicle registration.
- All parking is on a first-come, first-served basis. The responsibility for locating a legal parking space rests solely on the vehicle operator. Lack of available parking in individual parking lots is not a valid excuse for parking illegally.
- Maine Media reserves the right to impose limitations on parking in emergencies and on special occasions. In such instances, advance notice will be given when practical and as time allows.
- Maine Media reserves the right to remove or have removed any vehicle that is parked in such a way as to constitute a serious hazard or that impedes vehicular or pedestrian traffic movement, the operation of emergency equipment and/or making of essential repairs. Owners of such vehicles will be required to pay all costs involved in removing, impounding, and storing such vehicles.

PARKING ENFORCEMENT

- No person may park any motor vehicle on campus in any location other than a designated parking area.
- Vehicles must park within the indicated boundaries and marked parking lanes/spaces or areas.
- No vehicle may be parked or driven in a manner as to obstruct vehicular or pedestrian traffic.
- No person may make major repairs to motor vehicles while on the campus.
- Tailgating, car washes, or other events may not take place in campus parking lots without expressed permission from the President or Vice President of Academic Affairs.
- Parking in the area of the soundstage and film building is strictly prohibited.
- The speed limit on all property, including parking lots, is 5 miles per hour.
- Pedestrians have the right of way at all times.
- Operating or parking of vehicles on sidewalks or lawns is prohibited.
- No person may park or operate a motor vehicle on the campus in such a manner as to cause damage to any Maine Media property.
- No person may park or operate a motor vehicle in such a manner as to cause interference with operations of Maine Media or in such a manner as to disturb the peace of the community.
- Any vehicle parked when weather conditions indicate snow removal operations will be necessary, shall be removed from the campus in accordance with provisions previously described.

SERVICE PARKING

Service parking provisions are established for contractors, vendors, and the Maine Media community to support organization business. In general, short term loading/unloading needs may be fulfilled in DESIGNATED LOADING/UNLOADING AREAS for a period not to exceed 30 minutes unless otherwise posted.

DISABLED/ABANDONED VEHICLES

Any motor vehicle that has become disabled on Maine Media property should be reported to the Director of Finance & Administration immediately. Abandoned vehicles will be removed from the campus. A vehicle shall be deemed abandoned if it does not display proper state registration (license plates) or is in an obvious state of disrepair and satisfactory arrangements for removal have not been made.

OVERNIGHT PARKING

With the exception of residents of campus housing, parking lots are designated primarily for daily use. Motor vehicles may not be stored in campus lots in the absence of the owner/operator regardless of whether the vehicle is registered.

REPEAT VIOLATIONS

Continual or habitual violations of Maine Media parking and traffic regulations may subject the violator to having his/her vehicle removed from the campus by a private towing company and will no longer be able to park at Maine Media.

240.010 – NETWORK BANDWIDTH POLICY

Date Revised: May 2017

PROCEDURE

Maine Media Workshop + College is committed to pursuing a sensible, efficient, and fair network usage policy in order to meet the growing bandwidth (network traffic) requirements of the entire community. The aim of this policy is to manage bandwidth use proactively in order to avoid the potential for degradation of network performance. Bandwidth usage of all computers is monitored continually on Maine Media's firewall.

POLICY

- Maine Media reserves the right to monitor the network and all attached computers to ensure compliance
- The individual is responsible for traffic generated by his/her computer.
- The use of peer-to-peer file sharing software generates large amounts of traffic over the network and is therefore prohibited.
- Downloading of any copyrighted materials (e.g. eBooks, software, music, videos and movies) from illegitimate sources is prohibited.
- Maine Media reserves the right to re-evaluate the applicable bandwidth, and may apply quotas to all traffic to and from Maine Media's network.
- The intention of quota management in this policy is to avoid bandwidth consumption becoming a disciplinary issue. If any individual is observed to take action to bypass or otherwise contravene the spirit of this policy, then the disciplinary process quoted below will apply.

Exceptions:

- An individual who has genuine Maine Media business or academic reasons for wishing to use a large amount of network bandwidth should discuss his/her requirement with the IT Department. However, before approaching the IT Department he/she should first gain support for their request from their supervisor or in the case of a student, a faculty member.
- Such requests will normally be granted, provided that their impact on the use of the network is not detrimental to the community as a whole. It may be required that such work be done during specific hours.

Disciplinary Process:

A tiered disciplinary approach is observed, with the severity of action escalating.

First Instance, a warning email or letter is sent to the individual and the administration office.

Second Instance, and individuals computer is disconnected from the network for 2 weeks. A reconnection charge of \$20 applies. Reconnection is conditional upon further verification of removal or absence of peer-to-peer file sharing software.

Third Instance: An individual's computer is disconnected from the network until further notice.

240.020 – WIRELESS NETWORK POLICY

Date Revised: May 2017

PROCEDURE

Wireless networking offers great benefits to Maine Media Workshops + College community. The design of the campus wireless network has been carefully planned. Maintaining the security and efficiency of the network requires strict control and adherence to policy.

POLICY

The intention of this policy is to define roles and responsibilities for the design of any emerging wireless network, the installation, registration and management of wireless access points, adequate management and allocation of the wireless frequency spectrum and the services offered to end users for wireless access.

Statement of Authority and Scope

This policy applies to all wireless network devices using Maine Media's IP space. It covers all wireless connections to Maine Media's network. The Director of IT is responsible for the operation and management of the Maine Media Workshops + College network infrastructure. In order to ensure reliability, integrity and interoperability between the wired and wireless domains it is the responsibility of the Director of IT to ensure the design, management and appropriate use of the campus wireless infrastructure is in accordance with best practice and existing policies.

Non-Maine Media owned wireless equipment may **NOT** be connected to Maine Media's wireless network without the Director of IT's authorization.

Security

Due to the nature of wireless networks the following additions should be noted:

- If a serious security breach is in progress the Director of IT or Maine Media employee may disconnect any wireless network from Maine Media's network from the LAN immediately.
- The Director of IT or a designated Maine Media employee may disconnect any wireless network from the college network whose traffic patterns seem unusual or suspicious.

240.030 – INTERNET CODE OF CONDUCT

Date Revised: May 2017

POLICY

Access to the Internet has been provided to employees for the benefit of the organization and its students. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the organization's public image and to use the Internet in a productive manner.

PROCEDURE

Employees accessing the Internet are representing the organization. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to conduct official organization business or to gain technical or analytical information. Databases may be accessed for information as needed. E-mail may be used for business contacts.

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-organization business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the organization network or the networks of other users. It must not interfere with your productivity.

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system.

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be approved and installed by the president's designee.

Copyrighted materials belonging to entities other than the organization may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the organization or legal action by the copyright owner.

All messages created, sent, or retrieved over the Internet are the property of the organization and should be considered public information. The organization reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communication including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's age, race, color, sex, sexual orientation, gender expression or transgender status, marital status, religion, creed, ancestry, national and ethnic origin, veteran's status, physical, mental handicap or other legally protected classification in any of its policies or procedures may be transmitted.

240.040 – ELECTRONIC MAIL

Date Revised: May 2017

POLICY

The organization maintains an electronic mail system. This system is provided by the organization to assist in the conduct of business within the organization. The electronic mail system hardware is organization property. Additionally, all messages composed, sent, and received on the electronic mail system are and remain the property of the organization. They are not the private property of any employee.

PROCEDURE

The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, derogative gender-specific comments, or any other comment that offensively addresses someone's age, race, color, sex, sexual orientation, gender expression or transgender status, marital status, religion, creed, ancestry, national and ethnic origin, veteran's status, physical, mental handicap or other legally protected classification in any of its policies or procedures. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

The organization reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the organization without the permission of the employee.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be given to your supervisor upon request. Notwithstanding the organization's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Exception to this policy must receive prior approval from the President, Vice President of Academic Affairs, or the Director of Finance & Administration.

Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to supervisors upon request and/or departure of employment.

240.050 – COMPUTER SOFTWARE DUPLICATION

Date Revised: April 2008

POLICY

A copyright holder retains certain exclusive rights, including the right to make and distribute copies. The copyright law states that it is illegal to make or distribute copies of copyrighted material without authorization. The only exception is the user's right to make a backup copy for archival purposes if not already provided by the manufacturer. Maine Media Workshops + College prohibits the illegal duplication of software.

PROCEDURE

Maine Media Workshops + College licenses the use of computer software from a variety of outside companies. Maine Media does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it. Individuals may use the software only in accordance with the related license agreement. Anyone learning of any misuse of software or related documentation within Maine Media is to notify the President or Vice President of Academic Affairs.

According to U.S. Copyright Law, unauthorized duplication of software can be subject to civil damages and criminal penalties.

240.060 – TEXTING, SOCIAL MEDIA & SOCIAL NETWORKING POLICY

Date Revised: March 2011

POLICY

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

PROCEDURE

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the company. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of Maine Media Workshops + College.
- Information published on your blog(s) should comply with the Maine Media's confidentiality policy. This also applies to comments posted on other blogs, forums, and social networking sites.
- Be respectful to Maine Media, other employees, students, instructors, and competitors.
- Social media activities should not interfere with work commitments or distract your attention from immediate responsibilities.
- Your online presence reflects Maine Media. Be aware that your actions captured via images, posts, or comments can reflect that of Maine Media.
- Do not reference or site Maine Media's employees, instructors, or students without their express consent. In all cases, do not publish any information regarding an employee, instructor, or student during the engagement.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Maine Media logos and trademarks may not be used without written consent.

240.070 – CELL PHONE USE

Date Revised: April 2013

POLICY

It is the policy of Maine Media Workshops + College to provide identified employees with cellular phones. Maine Media's cellular phone plan may have a limited amount of minutes and/or data per month. Please see Business Office for employee allotment. Employees exceeding their allotted minutes and/or data due to personal use will be charged. Maine Media prohibits the use of cellular phones in any way that violates federal, state, or local laws or that is otherwise unsafe. This policy outlines the safe use of business-provided and personal cellular phones while working.

PROCEDURE

While working, employees are expected to exercise the same discretion in using cellular phones, whether provided by Maine Media or personal, as is expected for the use of Maine Media's phones. Excessive personal calls during work time, regardless of the phone used, can interfere with employee productivity and be distracting to others. The organization will not be liable for the loss of a personal cellular phone brought into the workplace.

Employees in possession of Maine Media's equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Employees whose job responsibilities include regular or occasional driving and who are issued a cellular phone for business use are expected to refrain from using a hand-held cellular phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free equipment if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Under no circumstances should an employee send or receive a text while driving. **Maine State Law prohibits texting while driving.**

Employees who are charged with traffic violations resulting from the use of their cellular phone or texting while driving will be solely responsible for all liabilities that result from such actions.