

The Workshop Policy Infraction Form

Change log

Date	List of changes made
9-15-19	draft
1-16-20	Second draft

Member Name: _____

As we discussed in our meeting _____ (date and time) the following infractions of The Workshop Policies have occurred.

There often are mitigating conditions that cause us to break policy from time to time, but when the behavior is frequent, it causes a hardship on other members and decreases overall use of the space.

Please consider this a formal warning that this behavior can no longer be tolerated. We value our members and if there is something we can do to help the situation, please let me know. In the meantime, I will expect you to abide by The Workshop policies moving forward.

The following action is to be taken as a remedy and/or reminder of the infraction:

The remedy will be in place until:

At this time the following adverse consequences of the infraction are known. There may be others that are determined as further investigation is completed. This is by no means to be interpreted as a complete notation of the issues:

Please sign this acknowledging that you received this letter.

Written name: _____

Signed name: _____ Date: _____

Regards,

Failure to Comply with Safety Rules

If any member of The Workshop is found in violation of The Workshop safety rules, procedures, or Standard Operating Procedures (SOPs) as found on The Workshop safety web site, policies, or procedures, the following steps shall be taken. [By "member of The Workspace" is meant anyone (visitor, staff, volunteer, studio renter, or storage space renter) who has been granted access to The Workshop. If the violator is a guest of a member of The Workshop, then the procedures shall be applied to the host.]

Upon the first violation, the guilty party will receive written notification of:

- His/her specific violation
- A written description of the penalty for a repeat violation of that same rule procedure or SOP
- The details of the violation will be placed in that person's safety record file. At a minimum, the details will contain
 - A description of the infraction
 - The date of the infraction
 - Action taken because of the infraction
 - Any adverse consequences (such as injury to that person or anyone else) of the infraction

The guilty party will be placed on probation for 6 months. If no repetition of the same violation occurs during the probation period, the probation shall be lifted. However, the record of the infraction shall

remain in that person's safety record file. Upon the second violation of the same safety rule, procedure, or SOP during the probationary period, the guilty party will receive written notification of his/her violation, and will be summoned to appear before the Safety Committee to explain his/her actions. The violator will then be given a written description of the possible penalties for a further repetition of the violation. The details of the violation will be placed in the guilty party's safety record file. (Details are as in the first violation.) The guilty party's probation will be extended by 6 months from the time of the second infraction.

Upon the third violation of the safety rule, procedure, or SOP during the probationary period, the guilty party will receive written notification of his/her violation, and will be summoned to appear before the Safety Committee to explain his/her actions. The committee will then decide upon the appropriate punishment. Sanctions may include all or part of the following:

- Banishment from The Workshop for a period of time depending on the severity of the infraction.
- Loss of pay during a period of time depending on the severity of the infraction.
- Permanent dismissal from The Workshop.

The recommended punitive action will be forwarded to The Workshop Director who will either choose to follow the committee recommendation, or implement his/her own punitive action.

In either case, details of the infraction will once again be placed in the guilty party's safety file. Also placed in the file will be the recommended penalty, and the penalty actually applied by The Workshop Director. The guilty party will be placed on a 1-year probation, starting from the time of the end of the imposed penalty period. At any time following any infraction of any safety rule, procedure, or SOP, the accused may appeal the decision of the Safety Committee. The safety committee will then form a separate appeals panel consisting of one (1) member of the Safety Committee, The Workshop Director, and one other member consisting of another The Workshop member holding a position similar to the appealing personnel. The Appeal panel will hear the arguments of the accused and make its recommendation to the Safety Committee whether to dismiss the appeal or to dismiss the accusation. In the event the accusation is dismissed, details of that violation will be expunged from the file of the accused.

If The Workshop member accused of a violation for a third time while still under probation is a member of the Safety Committee, then he/she may not sit in judgment of his/her offense, and a substitute (temporary) Safety Committee member will be selected by The Workshop Director to take the place of the accused during proceedings outlined above.