

Agreement With Policies & Regulations

I have read, am familiar with, and agree to abide by the Policies & Regulations of Billerica Access Television, Inc. I understand that I am a volunteer and will not be paid for my volunteer actions and activities.

I understand that I am fully responsible for the equipment and facilities I use and for all programming content that I submit to BATV.

I understand I am responsible and agree to indemnify and hold harmless Comcast, Verizon, BATV, and / or its Board of Directors and employees, and their successors, from any of my actions and / or liability, loss, claim, cost, or damage of any nature whatsoever which may arise by reason of any claim that any material submitted by me for dissemination by any means infringes and / or violates any rights of any person(s) or organization(s).

Furthermore, I have read, am familiar with, and agree to abide by BATV's Policy Against Sexual Harassment and Other Unlawful Harassment and Reporting Procedures as stated herein:

BATV's Policy Against Sexual Harassment and Other Unlawful Harassment and Reporting Procedures

BATV, Inc. is committed to maintaining an environment that is free from harassment and discrimination. BATV will not tolerate harassment of or by its members or employees. All members and employees are expected to help ensure the environment remains free of harassment. Upon learning of a situation that may violate this policy, BATV will conduct a prompt and thorough investigation. All information regarding the alleged harassment will be kept confidential, as permitted by the investigation process or state or federal law. If it is determined that a violation of this policy has occurred, BATV will take appropriate remedial action to stop any prohibited harassment and to prevent future harassment. This may include disciplinary action up to and including membership suspension or termination of employment. BATV will not tolerate retaliation against anyone who has expressed a good faith concern about harassment or who has participated or cooperated in an investigation.

Definitions

The term "harassment" is used in this policy to refer to both sexual and other forms of harassment. Following are definitions of sexual and other forms of harassment, as well as examples of conduct that may constitute harassment. These lists are examples only and should not be considered to be all-inclusive and may be changed from time to time in accordance with applicable law(s).

A. Sexual Harassment – Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct:

- a) Is made a condition of membership or employment;
- b) Is made the basis for membership or employment decisions; or
- c) Unreasonably interferes with an individual's ability to perform membership / volunteer / employment duties or otherwise creates an offensive or hostile environment.

The following are examples of conduct that may constitute sexual harassment:

- Unwanted physical touching.
- Telling sexually explicit jokes or stories.
- Making lewd or offensive comments or gestures.
- Displaying sexually suggestive objects, cartoons, or pictures.
- Sending sexually explicit messages by letters, notes, e-mail, text messaging, social media, or telephone.
- Making offensive comments about a member's body, physical appearance, or clothing.
- Using terms of endearment (e.g., "dear" or "sweetheart") when referring to members or employees of one sex.
- Repeatedly asking a member for a date or meetings outside of member / volunteer / work hours / duties after they have indicated an unwillingness to go.

B. Other Forms of Harassment – Other forms of prohibited harassment include offensive comments or conduct pertaining to a person's race, ethnicity, religion, creed, ancestry, national origin, age, physical or mental disability, sexual orientation, gender, marital status, or veteran status, or any other characteristic protected by local, state or federal law. Such conduct may include, but is not limited to:

- Making gestures, threats, derogatory comments, or slurs that may be offensive to individuals of a particular group.
- Bullying behavior that is threatening, intimidating, verbally abusive, or results in other disruptive actions at BATV.
- Displaying derogatory objects, photographs, cartoons, calendars, or posters.
- Sending messages by letters, notes, e-mail, text messaging, social media, or telephone that may be offensive to individuals in a particular group.

Responsibilities

All BATV members and employees are expected to help ensure the environment remains free of harassment. Any member, who believes he or she is being subjected to harassment by a BATV member or employee, or who has witnessed harassment of or by another member or employee, has a responsibility to promptly report the matter through one of the means identified in the "Reporting Incidents of Harassment" section of this policy. Upon learning of any alleged harassment, BATV will promptly investigate the matter and take appropriate steps, which may include disciplinary action up to and including membership suspension or termination of employment.

Reporting Incidents of Harassment

Any BATV member who believes that they have been harassed by a BATV member or employee, or who has witnessed harassment of or by another BATV member or employee, should report the alleged harassment to one of the following:

- Nancy Albertson, Executive Director of BATV; and / or
- Any member of the Board of Directors.

In addition to the above, if you believe you have been subjected to unlawful harassment or discrimination, you may also contact:

Equal Employment Opportunity Commission (EEOC)
One Congress Street, 10th Floor
Boston, MA 02114

The Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, Room 601
Boston, MA 02108

Name: _____ Signature: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ Date: ___ / ___ / ___

Organization (if applicable): _____

Email Address: _____ Date of Birth: _____ - _____ - _____

If a member is under 18 years of age, name and signature of parent / guardian accepting responsibility.

Parent / Guardian: _____ Signature: _____