

# KZME Code of Conduct

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Individuals and organizations using the KZME facilities must agree to abide by all KZME policies regarding the use of equipment and/or facility. In addition, they are expected to respect the rights and dignity of the staff and other individuals in the facility. Conduct that discriminates against or degrades any person will not be tolerated. A reasonable standard of courtesy and respect must be observed. KZME reserves the right to restrict any person from using KZME facilities for violation of this or other policies that result in the disruption of KZME activities and operations. Parents/guardians or designees are responsible for supervising their children while in the facility. In addition to the Code of Conduct, individuals who use the KZME facilities must agree to abide by the following rules in this document. Specific violations are set forth in writing in order to provide notice to all who use KZME facilities. They are not designed to define violations in exhaustive terms. Individuals may be accountable to both civil/criminal authorities and KZME for acts that constitute violations of law on or off the premises. Individuals shall be subject to disciplinary action for violation of any provision of the KZME policies.

The following acts are prohibited:

**A. False information:** Intentionally providing false information to KZME for the purpose of obtaining services, access to air time, or to avoid determination of facts in accordance with any KZME investigation or hearing.

**B. Misrepresentation:** Individuals and organizations must not identify themselves as being an employee or agent of KZME or the funding jurisdictions unless hired by KZME or the jurisdictions to perform a specific service.

**C. Destroying or damaging property:** Intentionally and/or recklessly destroying or damaging KZME property or the property of others on KZME premises or at KZME-sponsored events or activities.

**D. Drugs/alcoholic beverages:** Use, possession or distribution of any controlled substance, illegal drug, or alcoholic beverage on KZME premises or at KZME-sponsored events. Appearance at any KZME-sponsored event while intoxicated or under the influence of a controlled substance will be considered a violation. Alcohol may be permitted at certain organizational events with prior written consent from the Chief Executive Officer.

**E. Weapons, firearms, explosives and dangerous chemicals:** Use or possession of any weapon, explosives, dangerous chemicals, substances or instruments, as defined by state law, which may be used to inflict bodily harm on another individual or damage upon KZME premises or KZME sponsored events. Exceptions may be made for displays or demonstrations in conjunction with bona fide productions, for which prior permission has been granted by KZME's Chief Executive Officer.

**F. Harassment, threats and/or physical harm:** Threatening, intimidating or harassing another with intent to substantially harm the person with respect to his or her physical safety or mental health. This includes causing physical harm to any person or property on KZME premises or at any KZME sponsored activity or causing reasonable apprehension of such harm to another person. Verbal or written threats of violence will be taken seriously. Individuals making threats toward KZME or any individual in the facility or at a KZME-sponsored event will be escorted from the premises and banned from the KZME facilities.

**G. Disrupting KZME functions:** Intentionally and/or recklessly interfering with the normal KZME operations or with KZME-sponsored activities.

**H. Smoking:** Tobacco and other substances may not be smoked inside the KZME facilities.

**I. Theft or conversion:** Deprivation of another person's property including KZME property or services without that individual's or KZME's authorization.

**J. Use of KZME name/logo:** Unauthorized use of the KZME logo, name, indicia, motto, mission statement, symbols or other materials generated by KZME for any purpose without prior consent by KZME's Director of Organizational Advancement.

**K. Inappropriate Behavior:** Engaging in lewd, indecent, erotic or obscene behavior on KZME premises or at KZME sponsored activities.

**L. Unlawful acts:** Engaging in any unlawful act while on KZME premises or while participating in a KZME sponsored event or activity.

**M. Trespassing:** Unauthorized entry into restricted areas.