



## Citizens Television, Inc.

843 State Street  
New Haven, CT 06511  
203-562-2288

### Non-Harassment Policy of Citizens Television, Inc.

It is the intent and expectation of Citizens Television, Inc. (CTV) that all persons upon the premises of CTV will treat each other – and be treated – with courtesy, respect and dignity at all times, in all situations. Persons displaying other than such behavior will subject themselves to appropriate and immediate intervention by a CTV staff member, which may result in verbal reprimand, written warning, temporary or permanent removal from the CTV premises, and denial of on-site services.

Persons are entitled to full and individual use of their work and to personal spaces at all times, neither of which may be intruded upon nor entered without clear invite or permission of the entitled person. (CTV staff may enter all work spaces at all times in an appropriate and non-intrusive manner.)

Offensive or threatening language and gestures may not be used at any time, even if not directed at another individual or group.

Any person feeling threatened, offended or harassed on the CTV premises should bring it to the attention of the most senior staff person on the premises as soon as possible. If the alleged offender is the most senior staff person, inform the next senior staff member (or any staff member) and please email the executive director at [jlschofield@citizenstv.org](mailto:jlschofield@citizenstv.org). If the executive director is the alleged offender, please email the President of the Board of Directors at: [docmusco@yahoo.com](mailto:docmusco@yahoo.com). It is important to write down the details of the alleged offense as soon as possible. **Do not try to resolve the issue with the alleged offender nor tell that person you are reporting the matter.**

We encourage all members of the CTV community to use their best judgment for the physical safety of all involved (primarily their own) in decisions of assisting others. We insist and prefer that a CTV staff person be summoned first to assist with any situation of health, safety, welfare, and difficult interaction between any persons on the premises.

CTV is open to suggestions as to how the physical and emotional comfort and safety of all persons on the premises may be improved.

Thank you,

Joseph L. Schofield  
Executive Director  
*Updated January, 2017*