


GUIDELINES FOR DUE PROCESS

To govern the enforcement of CHICON IV policies regulating the behaviour of individual attendees, this Statement of Corporate Policy is directed to all Chicon IV Staff members and to any attendee who requests a copy.

If a member of the Chicon IV Staff believes that an attendee is violating a pertinent regulation, he or she shall:

- Level 1 - A. Verify to his or her own satisfaction that the regulation does exist and is pertinent to the situation if time permits, and then quietly ask the individual to comply.
- B. Ask the individual attendee to comply without verification if time does not permit deep investigation.
- C. If the individual does not comply, or if he or she objects to enforcement ("*I'm not the only one.*" "*You are picking on me.*" "*I have special permission.*" "*What business is it of yours?*" Etcetera.), the Staff member will, without engaging in debate about the merits of the policy, at once tell the attendee that if he or she does not comply, the matter will be referred to either (i) the Staff member's own superior, or (ii) the Department or Assistant Department Manager specifically responsible for that area or activity or policy, or (iii) to an Operations rover or attache if the other choices are not available.
- Level 2 - A. Once the matter has been referred as described above, the official to whom it has been referred will hold a hearing (listen with an open mind to both parties) in as discreet a location and manner as possible.
- B. The referee shall announce his decision to both parties, make a written note of the dispute and his decision and log same into the appropriate permanent record book as soon as possible. The Chicon IV Staff member initiating the complaint cannot appeal further.
- C. If the situation warrants doing so, the assistance of hotel security or Chicon IV professional security officers may be invoked at this point (ie: "*Comply or give up your badge and leave permanently.*")
- Level 3 - A. If the attendee wishes to appeal further, he or she must meanwhile comply with the disputed policy until the final appeal is complete. To appeal, the attendee must ask to be escorted (without unwarranted physical contact by Chicon IV Staff) to a formal hearing by either:
- (i) The appropriate Division Manager or, if it was an operations matter, the duty Operations SubDivision Shift Supervisor, if either of them would be appropriate to the time and place or
- (ii) if one or the other of these managers is not available or if, in their opinion the circumstances make the decision unusually sensitive, a final hearing will be held by a Vice Chairman (L. C. Smith or R. L. Hillis) or a Co-Chairman (L. W. Propp or R. R. Pavlac).
- There is no further internal appeal from Level 3 appeals. If the policy is deemed applicable to the complainant, he or she will be required to either comply or leave the convention immediately. An external appeal would be in the form of a suit at law, and would not likely be heard in time to do any good during the Convention.

NOTE: Any accusations of improper motives or actions on the part of a member of the Staff involved at any level of this process will be resolved in a separate proceeding.

SIG:  L.C. Smith, for the Board of Directors of Chicon IV, Inc.