



Code of Conduct and Community Standards

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Manhattan Neighborhood Network Policies



Welcome to Manhattan Neighborhood Network (MNN)! All of us at MNN appreciate your involvement with the country's largest community media center and look forward to welcoming you to our facilities, our channels, our classes and our events.

MNN's mission is to ensure the ability of Manhattan residents to exercise their First Amendment rights

through moving image media to create opportunities for communication, education, artistic expression and other noncommercial uses of video facilities on an open and equitable basis.

In providing services, we seek to involve the diverse racial, ethnic and geographic communities of Manhattan in the electronic communication of their varied interests, needs, concerns and identities.

MNN is responsible for administering public access cable TV services in Manhattan and aims to promote localism, diversity and independent non-commercial media.

MNN is an independent, non-profit organization that is privately funded and privately operated. MNN is not a cable company, a subsidiary of any cable company, or a New York City or New York State agency.

What We Do



For nearly 25 years, MNN has been providing media education classes, media production equipment and free access to community cable TV channels to Manhattan residents and community-based organizations.

In 2016 alone, MNN posted some 4,000 enrollments in our media classes, making MNN the largest media educator in New York City. In that same year, nearly 1,200 Manhattan

community producers checked out media equipment from our two locations – one on the west side of Manhattan and the other in East Harlem.

MNN also runs a wide range of services and media initiatives aimed at meeting the diverse communication needs and interests of Manhattan neighborhoods and communities. Since 2000, MNN's Youth Media Center has provided media skills and education to young people ages 15-25 and produces and curates a five-hour block of programming each week.

MNN administers and manages four themed public access channels as well as an HD public access channel. In 2015, MNN aired more than 10,000 hours of locally generated TV programs.

MNN is proud to be one of the largest cablecasters of original content in the United States.

These channels are:

- **MNN 1 Community (TWC 34 & 1995, RCN 82, FiOS 33):** Stay up-to-date on local elections, New York politics and community issues with MNN's Community channel.
- **MNN 2 Lifestyle (TWC 56 & 1996, RCN 83, FiOS 34):** Exercise your mind, body and palate with entertainment and lifestyle programming for New Yorkers with diverse interests.
- **MNN 3 Spirit (TWC 1997, RCN 84, FiOS 35):** MNN's Spirit channel broadcasts varied religious and philosophical programs, lectures and discussions for all faiths and worldviews.
- **MNN 4 Culture (TWC 67 & 1998, RCN 85, FiOS 36):** Multi-lingual programming that covers the arts, politics and global news for all of Manhattan's diverse communities.
- **MNN 5 HD (TWC 1993, FiOS 37):** MNN's HD channel brings you the best MNN shows in High Definition. MNNHD is the **only** HD channel available for community use!

MNN also produces the cable and digital channel NYXT.nyc (pronounced next dot n.y.c.). Presented in partnership with more than 60 Manhattan community-based organizations, NYXT.nyc shines a spotlight on groups that are working to connect people and build neighborhoods. NYXT.nyc is available on TWC 1992, FiOS 38, and online at nyxt.nyc.

MNN may also curate additional cablecast channels aimed at providing newly presented and produced non-commercial, independent programming.

MNN's Values and Principles



MNN is a place of education, learning and creativity. We are non-commercial and committed to serving Manhattan residents and community-based organizations. We believe in inclusivity, diversity and mutual respect and aim to empower people and communities through media access.

In seeking to facilitate a diversity of viewpoints, we ask our broader community and participants to be mindful of our values and to treat each other respectfully as we all work together to build community through engaged and impactful media.

Some Helpful Terms in Understanding MNN

Certified Producer: A Manhattan resident that has taken and passed an MNN media education class and is certified to use MNN facilities and/or equipment in order to create programming to air on MNN's designated public access channels.

Sponsor: An individual who submits the MNN Program Agreement for MNN's designated public access channels and who is legally responsible for the program and its content. **Every program that airs on MNN must have a sponsor.**

Sponsors can also be Certified Producers but **are not required** to be Certified Producers or Manhattan residents. MNN's Programming Department requires that all Sponsors submit Proof of Residency and ID for our records and in order to obtain a time slot on one of MNN's channels.

A Sponsor cannot have more than one program on MNN. Certified Producers and Sponsors and their guests must abide by MNN's Code of Conduct and Community Standards.

Please note: Sponsors and Certified Producers may not represent themselves as MNN employees or representatives.

MNN's Code of Conduct and Community Standards



MNN is a place of education, learning and creativity. MNN's Code of Conduct and Community Standards are designed to help ensure that all persons at MNN — staff, producers, and visitors alike — are treated with courtesy and respect, whether they are at our West 59th St. Studios, the MNN El Barrio Firehouse Community Media Center, or engaging in conversation on our website, social media pages or other digital platforms.

Everyone on MNN property – physically or digitally – has an obligation to behave in a manner that does not disrupt the operations of MNN or the ability of others to use the facilities. Furthermore, everyone who uses MNN's services, facilities, cablecast channels and digital platforms has an obligation to interact with other users in a manner that is responsible, mature, and not abusive to MNN staff, MNN community producers, or general community members.

Please note: Our Code of Conduct and Community Standards apply to those who are in our West 59th St. facility or the MNN El Barrio Firehouse Community Media Center; to those who are using MNN equipment or services; and to those who are engaging in conversation on our website, social media pages or other digital platforms.

MNN's Code of Conduct

MNN staff is responsible for the safe and proper utilization of the facilities and equipment. All visitors to MNN facilities are required to check in with a photo ID and are expected to be at our facilities for the purposes of using MNN's facilities, checking out equipment, or attending an MNN class, studio shoot or event. All facility users and guests use MNN and services at your own risk. MNN is a media production facility and all users are expected to use caution. As such, directions and instructions from staff are to be followed at all times by all MNN facility users and guests. Failure to take direction from MNN staff or to check in when arriving may result in immediate expulsion and/or future restriction of access to any MNN facilities or services.

We ask that all MNN community members refrain from the following behavior while at our facilities:

- Smoking.
- Entering the facilities without a shirt or shoes.
- Video, photo or audio recording of any employee, user or guest without their informed consent; any unauthorized video or audio recordings.

- Bringing pets or other nonservice animals to the facility.
- Bringing persons under the age of 18 years to the facility, unless supervised.
- Possessing food or beverages in any restricted areas.
- Loitering.
- Making false or misleading statements on MNN documents or to MNN staff.
- Possessing, using, or dispensing any illegal substance.
- Unauthorized possession, consumption, or dispensing of alcohol.
- Possession of any weapon, explosive, or other dangerous material.
- Conduct, intentional or unintentional, that could or does result in physical injury to others and/or destruction of property.
- Theft or attempted theft of personal belonging, supplies or equipment.
- Entering or attempting to enter locked offices, areas, or records, and/or unauthorized use of any office, computers, or other equipment.
- Physical violence, or the threat of physical violence.
- Rude, discourteous or raucous behavior such as screaming or cursing that is directed at MNN community or staff members.
- Activities or conduct which disrupt the activities or operations of MNN or the ability of others to conduct business.
- Derogatory language about an individual or group, whether MNN community or staff members (as determined by MNN's sole discretion).
- Harassment, including sexual harassment, of any employee, user, or guest.
- Nudity (as determined by MNN's sole discretion).
- Activities that may result in unsafe or unsanitary conditions.
- Personal attacks on community members, MNN staff members and/or MNN guests.
- Any other inappropriate behavior as determined by MNN at its sole discretion.

MNN's Community Standards



In recognition that much of MNN's content is dispersed through digital platforms, including but not limited to such applications as YouTube, www.mnn.org, Vimeo, Twitter, Instagram and other social media sites, MNN's Community Standards serve as a guideline for appropriate digital interactions.

We welcome discussion and interaction on our digital platforms and our

Community Standards exist to ensure that the interaction remains respectful towards all MNN staff, producer, and community members. We ask all who want to join a discussion on an MNN digital platform to keep the following in mind:

- We welcome discussion but personal attacks on producers, MNN staff, or community members will not be accepted and will be removed.
- We will not tolerate racism, sexism, homophobia, or other hate speech as well as interactions that can be interpreted as such.
- We will remove any content that in MNN's sole determination may violate MNN policies or put MNN in legal jeopardy.
- We do not sanction content that is commercially driven or that promotes products.

MNN's digital community will thrive if everyone makes a commitment to be mindful of the content they contribute to it and the words they use to agree or disagree with other community members.

Disciplinary Action and Appeals at MNN

Failure to comply with MNN's policies included in this document and on any MNN agreements may result in disciplinary action up to the suspension or withdrawal of all MNN services.

Individuals who wish to appeal disciplinary decisions resulting from violations of MNN's policies may submit an appeal to the Director of the MNN facility where the issue arose within 30 days of the decision. For cases involving MNN's West 59th St. facility, appeals should be directed in writing to the Managing Director of Access Services. For cases involving MNN El Barrio Firehouse, appeals should be directed in writing to the Director of the MNN El Barrio Firehouse. The relevant director will seek to respond to the appeal within 45 days. Any restrictions will remain in effect pending the outcome of an appeal. An individual who wishes to appeal the decision of a director may write to the Chief Executive Officer within 30 days of the director's decision. The CEO will aim to respond within 45 days. The CEO's decision is final.