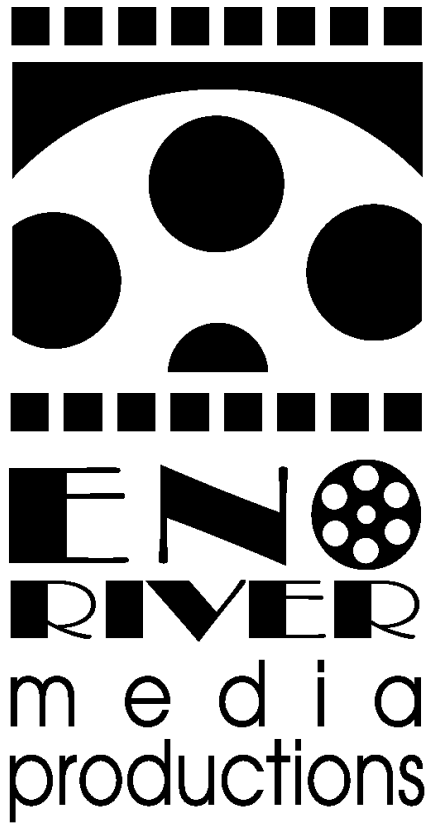


Eno River Media Production

Office of the Director of Safety and Security
Notification and Reporting of Theft of Property



Notification and Reporting of Theft of Property

ERMP members are expected to respect the property of the Organization and of others. Malicious destruction, destruction through pranks, and destructive behavior while under the influence of intoxicants or drugs, and theft of personal or ERMP property is prohibited. ERMP is based on trust. Generally, members trust each other and deserve to be trusted. If something is stolen, a theft report should be filled out with the Safety and Security Directorate. This report will be turned over to ERMP Security Officers who will conduct an investigation if necessary. If an ERMP member is caught stealing, he/she will be punished according to established disciplinary actions.

To this end, ERMP may employ the full force of the State of North Carolina's Criminal Code to deter such theft. Enforcement measures may include the levying of fines, discontinuation of membership, demanding full payment for replacement equipment or material, the recording of liens for unpaid fines and fees, and/or any other measure allowed by law. In extremely egregious cases, deterrence measures may include the filing of criminal charges.

It shall be the responsibility of every ERMP Staff Member to be vigilant for instances of theft. Authority to implement and interpret this policy is delegated to the Senior Staff and the Director of Safety and Security.

The theft of ERMP materials compromises the ERMP collection, deprives other ERMP members of materials, and constitutes both an act of theft and a lack of Organization loyalty.

ERMP staff are required to return, at a specified time, all equipment in undamaged, working order and is liable to compensate ERMP for any loss or damages. In cases where there is damage or the equipment is non-working, the staff member will have 10 working days after notification to work out satisfactory agreements with the Senior Staff for the payment of costs of repair or replacement of any equipment lost and/or damaged. All user privileges will be suspended until a satisfactory agreement for payment has been made.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date set forth below.

Date: _____

SIGNATURES:

Client: _____ Producer: _____

Name: _____ Name: _____

Title: _____ Title: _____

All thefts of ERMP property, regardless of its value, should be promptly reported as defined in this procedure. In addition, according to ERMP's Code of Ethics, ERMP is required to report the incident to the local authorities.

This procedure is intended to comply with the Senior Staff requirements for reporting thefts while simplifying the overall notification process for the ERMP Organization. In the event of theft, the following procedures should be followed:

1. Upon discovery of the missing item, the Staff Member should notify the ERMP Safety and Security Directorate (S&SD). The Staff Member reporting the incident should gather any relevant evidence and facts and provide that information to the Safety and Security Directorate. From this point forward, the Director of Safety and Security or one of his staff will coordinate the reporting and cost recovery procedures on behalf of the ERMP Organization.
2. The S&SD will investigate the incident and complete a Police Report. The S&SD will also maintain a separate log of stolen ERMP property and will enter the item onto this log. The stolen property log will be a cumulative, master list of all ERMP property that has been reported stolen.
3. The S&SD will serve as the central contact point for disseminating information to other departments involved in the reporting and replacement of the equipment. In all cases, the S&SD will report the incident to the Senior Staff and the Finance Directorate.
4. The Finance Directorate will make any necessary adjustments to the ERMP's accounting and/or equipment records and will coordinate, as needed, with other Finance and Administrative units to obtain any additional information required to make the adjustments.
5. The Finance Directorate will determine the dollar value of the stolen item(s) and initiate cost recovery procedures from the responsible parties.
6. On a yearly basis, the Finance Directorate will submit a report of items valued at \$200 or above to the S&SD.
7. For an item valued at or above \$200, the S&SD will draft a letter to communicate the incident to the Senior Staff and maintain a record of the letter.
8. The ERMP Safety and Security Directorate will notify the Senior Staff of the final results of its investigation. The Senior Staff will inform all applicable parties of the final resolution.
9. Senior Staff, at a simple majority vote, has authority to determine who is no longer authorized to utilize ERMP equipment, and so inform the Safety and Security Directorate.
10. The Safety and Security Directorate is charged with reclaiming ERMP equipment from those no longer authorized to keep said equipment.
11. The Safety and Security Directorate will make reasonable attempts to retrieve ERMP equipment from those no longer authorized to keep said equipment.
12. If after three weeks from the first attempt to contact unauthorized staff and there is no arrangement for retrieval, the Safety and Security Directorate will contact the local authority. A Safety and Security Directorate Officer will coordinate a time with the local authority to escort a Safety and Security Directorate Officer to the unauthorized user's address where ERMP equipment is located to help reprocur said equipment.