



Disciplinary Action Process

As a Market Vendor, it is expected that each individual will conduct themselves in a professional and respectful manner at all times. This includes interactions with the Market Manager, office staff, fellow vendors, customers and the Market Board.

In the event that a vendor's behavior does not meet the above expectations, disciplinary action may need to be taken. When taking such action, the Market Manager will consider the nature and seriousness of the situation, all relevant facts and information and any mitigating circumstances.

FIRST OFFENSE: The Market Manager administers a verbal warning, for the offense, to the involved Vendor(s). Written documentation of the verbal exchange is placed in the Vendor(s)' file(s), and a copy is given to and signed by all involved parties.

SECOND OFFENSE: The Market Manager gives another verbal warning. Written documentation of the offense, the verbal exchange, and history will be placed in the Vendor(s)' file(s) and submitted to the Market Board. A copy is given to and signed by all involved parties.

THIRD OFFENSE: The Market Manager will require that the involved Vendor(s) vacate the Market premises, with entire display and product, immediately in the most unobtrusive fashion possible. If requested, the Market Manager will be supported by the presence of a Board Member while this occurs. Written documentation of the offense, the verbal exchange, and history will be placed in the Vendor(s)' file(s) and submitted to the Market Board. A copy is given to and signed by all involved parties.

EXTREME CIRCUMSTANCES: In an extreme situation (e.g. endangering customers or fellow Vendors, physical violence, illegal behavior) the Market Manager may use discretion and require the involved Vendor(s) to immediately leave the Market area. Permanent disciplinary action requires a vote by the Market Board.

RECOURSE: The involved Vendor(s) will be permitted to grieve their removal at the next regularly scheduled Board Meeting. They cannot set up at the Market during the interim. The Board will make the final decision as to the temporary or permanent nature of the removal. The Vendor will receive written notification of the final decision within ten days of the meeting. Copies of the Board Meeting minutes and additional written documentation will be kept in the Vendor's file.

All disciplinary action (verbal or written) will be documented in writing. A copy of this documentation will be signed by, and a copy given to, all involved parties and a copy will be placed in the Vendor(s)' file.

A vendor has the right and opportunity to submit a rebuttal, regarding any disciplinary action, which will be reviewed by the Market Board.