

Open Works Code of Conduct

The Open Works (OW) code of conduct is meant to govern acceptable behavior by members of the OW community. It does *not* cover policies set forth in the member agreement, including general facility, network, class, and shop rules. Violation of the rules in the member contract allow for immediate termination of membership by OW staff without recourse by the member.

However, those policies do not cover other categories of unacceptable behavior. Should a member, teacher, staff member, contractor, or visitor to Open Works violate this code, we will institute a “3 strikes” policy that balances fair use and accountability.

1. First strike: verbal and written documentation of the incident by Open Works staff and written warning to offenders.
2. Second strike: verbal and written documentation of the incident by Open Works staff and 1-week suspension of access privileges.
3. Third strike: verbal and written documentation of the incident by Open Works staff and suspension of access privileges as judged to be appropriate by Open Works staff and community advisory board. Suspension of membership subject to appeal by offender.

Appeal Process

1. Offender is to notify the general manager in writing that would like to appeal within 5 business days of suspension.
2. Offender will have a hearing in front of a review board consisting of at least 3 Open Works staff and 2 Open Works members of the community advisory board.
3. In light of the appeal, the review board’s decision will be final.

Non-Discrimination Policy

Open Works does not promote or discriminate against any person, population group, or organization. These include, but are not limited to, race, color, religion, sex, gender expression, physical appearance, language, education background, national origin, age, disability, and veteran status. Open Works expects its members, teachers, contractors, visitors, and partners to operate under the same guidelines.



Code of Conduct

Behavior

1. Speech or harassment promoting hate or discrimination is prohibited.

1A. Harassment includes offensive verbal, written, or online comments related to gender, gender expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion; sexual images in public spaces; deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, and unwelcome sexual attention.

2. Maintain a community of consent. Ask for consent before initiating physical contact with other community members, before entering any members' microstudio space, before touching anyone's personal belongings, or before entering any area designated for staff only (i.e staff lounge, behind the front desk, utility closets, staff parking spaces).

3. If you break something, please notify Open Works staff immediately.

4. Clean as you go when working in workshops and common areas. Announcements for cleanup before closing will be made at 30 and 15 minutes before closing. Please wrap up any projects and stop any machinery at the 30 minute mark and clean up by the 15 minute warning. All members must be out of the shops at closing time. Resident members are responsible for keeping their micro-studios tidy and free of food.

5. Be respectful of other resident members' ability to work by wearing headphones when listening to music or watching videos in the micro-studio areas.

6. Be respectful of each other's identities. All our bodies, gender identities, gender expressions and sexual orientations are valid and equal. Address people with the name and pronouns they use.

7. Avoid generalisations, gender biased and prejudiced comments. Jokes based on prejudice and stereotypes can be offensive and are not tolerated.

8. Contribute to a healthy community; stay home when sick, report any positive COVID-19 or communicable disease exposure risks that may affect the community and follow all posted infectious disease protocols.

9. Be generally excellent to one another and practice patience with yourself and others.

Guest Policy

1. Guests cannot stay in any keycard-restricted area within Open Works without a keyed Member present.

2. Guests are not allowed to use tools and equipment, except as part of a scheduled class/workshop.

3. Members are responsible for their Guests and their actions, including adhering to this Code.

Minor Policy

1. Open Works welcomes young people to participate in its programs. However, OW is not a babysitting service. Youth under the age of 16 must be accompanied by a parent or guardian unless here for a class, workshop, or program.

2. Parents and guardians are responsible for the actions of those in their custody.

3. Under no circumstances are youth under the age of 16 allowed in the downstairs (Wood, Digital Fabrication, Metal) workshops without a guardian.

Member Name

Date

