

## **CODE OF CONDUCT**

**COMMUNITY:** All members will be kind, inclusive and respectful of each other. We will maintain open and honest communication. Petty grievances, drama and shit-talking will not be tolerated. Members will be aware and considerate of other people sharing the space.

**CONFLICT:** In the interest of open communication, if any collective member has an issue with another or their actions, they will present it and discuss it promptly. Members should comply with simple, reasonable requests. If no resolution can be found, request moderation from the director.

**STUDIO EVENTS:** All members will be asked to participate in open studio events, and other special events in the space. You may be asked to rearrange your space, help work the event, or to make other accommodations.

**SCHEDULE:** Members should add to the posted calendar any times they would like to reserve the communal spaces. Other members will respect these scheduling requests.

**CLEANLINESS:** Members will clean up after themselves promptly in the shared spaces. Dishes and brushes will not be left in the sink. Food should be labeled with a name and date, or it will be assumed to be a communal supply. Personal spaces should be kept relatively tidy, so that we can all be proud of our space.

**UTILITIES:** Modest use of the heating and cooling is requested, to save on utilities. Turn off all lights if you are the last one to leave in the evening. The unit will revert to a cost-saving mode overnight. Turn off the unit if you have the windows open. If the utility bills are outrageous, we will share the additional costs.

**CHORES/TASKS:** Cleaning chores and maintenance of shared spaces will be completed jointly by all members. Everyone will take turns to clean the bathrooms and to take out the trash. All members will contribute useful tasks to better the collective, according to their individual skills, which may include using their professional skills for the collective. Chores and tasks will be completed weekly or monthly, and will usually take between 1 - 3 hours monthly. Members will comply with these duties, or barter amongst themselves to complete them. Members who do not complete their duties as assigned may be fined.

**MARKETING:** Members may be asked to help market for the Cherry Pit Collective, its members, or events. This may include design work, photography, illustration, online posting or distributing fliers. Members should complete tasks as asked.

**DRAINS:** The drains in this building are old, narrow and expensive to clean. Use all precautions to keep drains clear. Scrape food, paint, and other materials into a trashcan, rather than down the drain. Tampons, moist wipes, and similar items should not be flushed, but placed in the provided trash can. If the drain is clogged and requires attention, we will all split the cost, unless fault can clearly be determined, in which case the guilty party will pay the entire fee.

**SECURITY:** This is a shared space that will occasionally host public events. Each member is responsible for the security and safety of their belongings. We advise that valuables be locked, tethered, hidden, or taken home at the end of the day. Doors should not be propped open at any time. The front door should remain locked except when in use. Members should not give out their keys or key codes for any reason, and will be responsible if theft or damage occurs.

**ALARM:** All members will arm the alarm when exiting if no one else is in the space. Members should be ready to disarm the alarm upon arriving. If the alarm is accidentally triggered, text the director immediately to disregard the alarm. If the police respond to a false alarm, the member responsible will pay any associated fees.

**SLEEPING:** Members should not sleep overnight in the space.

**VISITORS:** Friends and visitors are allowed and welcome! Use caution when choosing who to allow in our space. Members can be responsible for any theft or damage that can be traced to their visitor. Friends who spend a considerable amount of time in the studio will be asked to join the Squad and pay fees.

**MATERIAL SAFETY:** No toxic, harmful or strong chemicals may be used inside. Materials should be stored safely and labeled when necessary. Members should wear proper personal protective equipment.

**EMERGENCY CONTACT:** Members will have an emergency contact sheet on file. This will list any allergies or illnesses, and will list who to contact in an emergency. Members should keep these forms up-to-date.

**DOGS:** Well behaved dogs will be allowed in the studio under the close supervision of their caregiver, who will be responsible for any damage done.

**KIDS:** Well behaved kids will be allowed in the studio under the close supervision of their caregiver, who will be responsible for any damage done.

**SMOKING:** No smoking or illegal drug use is allowed inside the building.

**BACK YARD:** The backyard space does not belong to the Cherry Pit Collective or its landlords. Feel free sit outside and enjoy the space. Parking is not allowed in the backyard or on the back drive. Deliveries and unloading should be done through the front door. Any special events or use of the backyard will require landlord approval.

**DISCIPLINE POLICY:** If members violate this code of conduct the procedure will be as follows, from the Director, Associate Director or appointed moderator.

- First offence: counseling and verbal warning
- Second offence: written warning and corrective actions
- Third offence: second written warning, probation or suspension, as appropriate
- Any further offences can result in immediate termination of membership contract