



Code of Conduct

Ruby's Clay Studio & Gallery (Ruby's) is dedicated to providing a harassment and bully free experience for everyone. We do not tolerate harassment or bullying in any form. This Code of Conduct outlines our expectations for all those who participate in our community, as well as the consequences for unacceptable behavior. Studio users and visitors violating these rules may be sanctioned or expelled without a refund at the discretion of management and the board. We invite everyone to help us create a safe and positive experience for everyone.

Scope

This code of conduct applies to all of Ruby's in-person and written activities, including mailing lists, social media, as well as any future public discussion forums. Anyone who violates this code of conduct may be sanctioned or expelled from these spaces at the discretion of management and the board.

How to Report a Code of Conduct Violation

If you have witnessed or been the target of unacceptable behavior, please point out the problem to a manager, teacher, or board member, as soon as possible. You can find a list of people to contact on the community bulletin board in the studio. You can also report any violation by emailing management at rubysclaystudio@gmail.com.

Expected Behavior

- Participate in an authentic and active way. In doing so, you contribute to the health and longevity of this community.
- Exercise consideration and respect in your speech and actions.
- Attempt collaboration before conflict.

- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Please avoid making assumptions. If you aren't aware of what someone's gender is, and you can't figure out what pronoun to use, just ask!
- Please ask before touching anyone. It's easy, and the worst thing that happens is someone says no! That includes hugging – you might not know that it makes some people uncomfortable, but it does, so please ask first.
- Be mindful of your surroundings and the other participants. Alert management if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.
- Recognize that studio users are representatives of the studio while they are working; be courteous to visitors and remember that the Code of Conduct applies to everyone.

Unacceptable Behavior

Unacceptable behaviors include: intimidating, harassing, abusive, discriminatory, intentionally misgendering, derogatory or demeaning speech or actions by any participant in our studio spaces, online community and at all related events and in one-on-one communications carried out in the context of community business. Community event venues may be shared with members of the public; please be respectful to all patrons of these locations. Please be aware that conduct can be harassment even if it is not directed at the person who is offended by it.

Harassment includes:

- harmful or prejudicial verbal or written comments related to gender, sexual orientation, transness, physical appearance, body size, artistic choices, technical knowledge, ability, ethnicity, socioeconomic status, religion (or lack thereof) and other personal conditions and choices
- trolling, e.g. sustained disruption of conversations, work, talks or other events
- non-consensual photography or recording
- inappropriate use of nudity and/or sexual images in public spaces (including presentation slides)
- deliberate intimidation, bullying, stalking or following
- non-consensual physical contact
- unwelcome sexual attention
- microaggressions, i.e. small, subtle, often subconscious actions that marginalize people from oppressed groups
- minimizing other people's experiences

To learn more about identifying bullying behavior, you can read the following article: [What is workplace bullying, and when is it illegal?](#)

Photos/Videos

Ask everybody in the picture if they agree to be photographed or filmed.

For group shots, ask if anyone wants to opt-out before taking any photos, or ask people if they need their face obscured after taking photos.

What happens in case of violations of our Code of Conduct?

Members and guests asked to stop any hateful or disrespectful behavior are expected to **comply immediately**. If a person insists on such behavior, management and the board may take any action they deem appropriate. This may include a written or verbal warning, removal from an event, termination of studio use and the forfeiture of any rental agreements or fees.

If you are being treated disrespectfully, bullied or harassed, notice that someone else is being treated disrespectfully, bullied or harassed, or have any other concerns, please point out the problem to a manager, teacher, or board member as soon as possible.

What if something isn't a violation of our code of conduct, but still makes me feel uncomfortable?

If you're not sure that a specific interaction was a violation of Ruby's Code of Conduct, please *let management know anyway*. You can also take advantage of Ruby's community-driven conflict resolution process by contacting rubysclaystudio@gmail.com.

Addressing Grievances

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, you should notify a board member or management via email or in person with a concise description of your grievance. Please be detailed in your description and give the date, time, place and any witnesses. Your good-faith grievance will be handled seriously, possibly including third-party mediation.

Name

Signature

Date

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